

MARVIN LIROY DCUNHA

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Objective

- To obtain a successful, challenging and growth-oriented position in an esteemed organization where honesty, hard work and a positive attitude would be appreciated.
- To utilize my skills, knowledge to the maximum and thus being an integral part and growing along with the company would further enhance my performance.

Work Experience

Worked as Insurance Advisor, Agent (28-12-2022 - 12-02-2024)

- Provided expert advice and recommendations on suitable insurance products and coverage options.
- Successfully sold various types of insurance policies, including life, health, property, and casualty insurance.
- Established and maintained strong relationships with clients, ensuring ongoing communication and support.
- Addressed client inquiries, concerns, and claims promptly and professionally.

Worked as Work Permit Receiver at Plant -Tech Arabia, (28-03-2022 - 22-12-2022)

- Issued work permits in accordance with established procedures and safety protocols to authorize maintenance, repairs, and other activities within the plant.
- Reviewed work orders and assessed potential hazards to determine appropriate permit conditions and precautions.
- Coordinated with maintenance teams, supervisors, and other stakeholders to schedule and prioritize work activities based on permit requirements.

Worked as Relationship executive at Shri Ram transport finance co. ltd (28-05-2019 - 18-10-2021)

- Regularly engaged with clients to understand their needs and provide personalized solutions.
- Collaborated with sales and marketing teams to develop strategies for client acquisition and retention.
- Managed a portfolio of client accounts, ensuring high levels of satisfaction and retention
- Conducted regular account reviews to assess performance and identify areas for improvement.
- Partnered with sales, marketing, and support teams to streamline processes and enhance client experience.
- Consistently met or exceeded targets for client retention, revenue growth, and other key performance indicators.

Worked as Office Executive at Malaika Multi State Credit Co Operative Society, (13-09-2015-12-02-2019)

- Review and approve account opening documentation making sure all require documents are in compliance.
- Answering, screening and forwarding any incoming phone calls while providing basic information when needed.
- Managing physical cash, counting with accuracy and giving change.
- Reconciling the cash in drawer at the start and end of the day.
- Monitoring Expenses and petty cash of the company
- Work directly with front line deposit staff and upper management to achieve and surpass key performance indicators monthly and yearly.
- Perform all data entry functions to ensure complete record keeping and processing.
- Maintained deposit accounts (savings account, fixed deposit, recurring deposit and closing accounts of the customers).

Skill

- Customer service, meeting sales goals, self-confidence, product knowledge, client relationships.
- Filing, documentation, printing, data entry, time management, Phone skill.
- Basic computer knowledge, Product knowledge
- Basic math skills, Attention to details.

Education

2012 to 2015	Bachelors in Commerce (B.Com) Mysore University, Mangalore.
2010 to 2012	Pre-University (Grade 12-Commerce,) Karnataka Pre-university, Mangalore,
2008 to 2010	Higher Secondary (SSLC) Shri Sharada High School, Mangalore.

Personal Profile

- Date of Birth : 06-09-1994
- Father's Name : Mr. Ligory Dcunha
- Passport Number : M6931763 – INDIA
- Marital Status : Single
- Present Address : Al-Karama, Dubai
- Mailing Address : Mangalore, South Canara-Karnataka -574231
- Language Known : English, Kannada, Hindi, Konkani, Tulu

Declaration:

I hereby declare that all Statements made in this application are true and correct to the best of my knowledge and belief.

(MARVIN LIROY DCUNHA)