



# MARVIN LIROY D'CHUNA

Multifaceted Executive in Strategic Relationship Management, Comprehensive Insurance Advisory, and Advanced Administrative Coordination

## Phone

+971 54 254 3667

## Email

marvinliroy030@gmail.com

## Country

Dubai - UAE

## Professional Summary

- Highly adaptable and results-oriented professional with extensive experience in relationship management, insurance advisory, and administrative roles across diverse industries.
- Proven ability to build strong client relationships, streamline processes, and achieve organizational goals.
- Seeking opportunities in the UAE to leverage my comprehensive skill set in a dynamic and growth-oriented environment.

## Skills

- Relationship Management
- Financial Management
- Administrative Coordination
- Sales & Negotiation
- Insurance Advisory
- Problem-Solving
- Communication

## Education

Bachelor of Commerce  
Mysore University, India: 2012 - 2015

ITI in Mechanical Diesel  
St. Aloysius ITI, India: 2016 - 2017

## Experience

### Relationship Executive | Insurance Advisor

2023 - 2024

SBI / HDFC Ergo / Sri Ram Vehicle Insurance

- Managed a diverse client portfolio, delivering personalized insurance solutions to meet specific needs.
- Built and sustained strong client relationships, achieving high satisfaction and retention rates.
- Conducted thorough needs analyses to recommend appropriate insurance products.
- Efficiently processed insurance applications, claims, and policy renewals.
- Consistently met and exceeded sales targets through effective negotiation and communication.

### Work Permit Receiver

2022 - 2023

Plant Tech Saudi Arabia

- Coordinated the issuance of work permits, ensuring compliance with regulatory standards.
- Collaborated with internal departments and external agencies to streamline permit processing.
- Maintained accurate records and documentation, ensuring data integrity and confidentiality.
- Assisted in developing work permit procedures, enhancing operational efficiency.
- Resolved permit-related issues promptly, demonstrating strong organizational and problem-solving skills.

### Relationship Executive

2019 - 2021

Sri Ram Transport and Finance Company Limited

- Managed client relationships, providing financial advisory services to meet client needs.
- Conducted market analysis to identify new business opportunities.
- Developed and implemented strategies to improve client engagement and satisfaction.
- Assisted clients with loan applications and financial planning.
- Achieved significant client retention and business growth.

## Languages

---

- English
- Hindi
- Kannada
- Konkani
- Tulu

## Visa Status

- Job Seeker

## Experience

---

### Executive Accountant

2018 - 2019

Malaika Multi State Cooperative Society

- Managed financial records, ensuring accuracy and compliance with regulations.
- Prepared financial statements and reports for management review.
- Conducted audits to ensure financial integrity.
- Assisted in budget preparation and financial forecasting.
- Improved financial processes, contributing to overall organizational efficiency.