

Mohammad bilal

Back Office (operational support)

I have two years of experience in sales and five months of experience in back-office operations. In sales, I handled client relationships, met targets, and managed product promotions. During my time in back-office roles, I supported administrative tasks, maintained records, and assisted with customer inquiries. My skills include customer service, organization, and attention to detail.



Khnbilal7@gmail.com

+919045111660

New Delhi, India

18 October, 2000

linkedin.com/in/https://www.linkedin.com/mwllite/in/khn-bilal-918485131

EDUCATION

High School Wilsonia College

03/2015 - 04/2016 Moradabad

Intermediate Wilsonia College

03/2017 - 04/2018 Moradabad

Master of Commerce Moradabad Muslim Degree College

03/2023 - 03/2024 Moradabad

WORK EXPERIENCE

Operations Executive Aegis Pvt. Ltd.

12/2019 - 07/2021 Gurugram
Tasks

- Identifying potential risks to operations and developing strategies to mitigate them, ensuring continuity of business operations.
- Overseeing and coordinating projects within the operations function, ensuring timely completion and alignment with organizational goals.

Sales Executive Max Life Insurance

10/2021 - 09/2022 New Delhi
Tasks

- Understand customers' financial goals and recommend suitable insurance solutions.
- Successfully close deals by addressing objections and securing customer commitment.

Back Office Skaad Insurance Surveyors & Loss Assessors Pvt. Ltd.

05/2023 - 09/2023 New delhi
Tasks

- Inspecting vessels and cargo to assess risks associated with marine insurance policies.
- Investigating marine incidents or claims to determine the extent of damage or loss.
- Examining relevant documents such as cargo manifests, bills of lading, and insurance policies.

SKILLS

MS Excel

MS word

Typing

Quick Learner

Problem solving abilities

Team work

Adaptability

Time management

Communication

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

Urdu
Full Professional Proficiency

INTERESTS

Traveling

Watching Movies

Sports

Games