

Richard Anderson
1234, West 67 Street
Carlisle
999-999-9999
richardanderson@xyz.com

Objective: Looking for an interesting job opportunity in a well reputed insurance company where I can utilize my talent for growth of company.

Key Skills:

- 8 years' experience in insurance field.
- Expert premium auditing and management of products.
- Expert in development and implementation of training program.
- Well-developed insurance management strategy.
- Remarkable ability of insurance file, accounting and maintaining records.
- Good experience of underwriting and computerized insurance management system.

Experience: Happy-Life Insurance Pvt Ltd Carlisle
Insurance Manager 2008 to Present

- Handled entire commercial ring and trained many fresher.
- Developed many new ideas and concepts which will help to get more customers.
- Managed general liabilities, workers and handled department of crime rate, law.
- Maintained database of insurance file and accounting department.
- Developed proper co-ordination between all branches of company.
- Hire and trained many new worker in selling insurance, processing insurance, insurance claims.
- Maintain confidentiality in all information of company and customers.
- Perform inventory control on other office supplies.
- Handled all other responsibilities as assigned.

ABC Insurance Co. Pvt Ltd Carlisle
Insurance Agent 2002 to 2008

- Meet clients and customers at inside and outside of office also to maintain good relationship.
- Explained features, advantages and rules to clients and customers to increase the sale of policies.
- Organized events and seminars in many social activities for popularity of company and policies.
- Analyzed daily payroll reports and forms and made the required changes and submitted to seniors.
- Used new strategies and ideas to develop more customer interaction and worked on implementation of them.
- Coordinated and managed many projects, assignments and events

for popularity.

- Trained and encouraged the juniors to complete the work within time schedule and according to certain procedure.

Education: State University of University Maryland Carlisle, MD
Bachelor of Business Administration
2002

State University of Maryland Carlisle, MD
Masters of Business Administration
2008

References: Available upon request