

**Arvind Panwar**

**Mobile:+91-**9718683934

**E-Mail:** typicalarvind@gmail.com

**Address:**16-F,Pocket-b-7,Mayur vihar,Phase-III,Delhi-96

**CAREER OBJECTIVE*:-***

* To explore my inner abilities by continuous learning in competitive and Creative environment.
* Achieving its goal and objective as well as professional growth.

***BRIEF OVERVIEW***

* A budding professional with NETWORK AND HARDWARE MANAGEMENTIACM Institute, Duration-16months (City-South Delhi).
* Training of MCSE (Microsoft Certified System Engineering).
* Acquired knowledge and understanding on Network designing and Trouble shooting.
* Acquired knowledge of JAPANESE LANGUAGE JLPT N3.
* Excellent team player with strong analytical and leadership skills.
* Ability in learning new concepts quickly and communicating ideas effectively.

***EDUCATION***

* Graduated in B.COM from Delhi University.
* General Insurance license from IRDAI(Insurance Regulatory and development Authority)
* Master Connect Programme in Hardware, Network and Security Management.
* 12th from Bharti Public School (CBSE), Delhi.
* 10th from lav Kush public school (CBSE), Delhi.

***WORK EXPERIENCE***

**Rentech Designs from May 2014 till March 2015.**

Senior Executive- Business Development (Japanese) cum Japanese Customer Care Back-Support

**Responsibility Includes-**

* Relocation Services
* Business enquiry from existing partners.
* Supporting Business Developer team and Client Servicing.
* Support Company’s Admin for Their Expat’s work by suggesting them services.
* Plans for expanding the business.
* Client Servicing.
* Interpretations between Japanese clients and Indian staff.
* Back up for Japanese clients with Customer Relation Manager (Interaction with the Japanese expats in India for solving issues).
* To act as a single point of contact for all Japanese expatriate relocation issues to both assignees and relevant business units. To work in co-ordination with business units and outsourced vendors to provide an effective and efficient relocation management services.
* Hiring Process for Japanese expats.

**WellBe Medic India Pvt. Ltd, From May 2015 (CURRENTLY WORKING)**

**Executive Customer Relationship, JAPANESE INTERPRETER.**

**Responsibility Includes-**

* Assisting Japanese expats in Hospital for their illness, injury and Operation. (24x7 services.)
* Providing Medical Japanese Interpretation.
* Handling Insurance of Clients and Submitting (karte) to client’s Respective insurance copy.
* Handling Health Check-up Of Japanese companies such as. Attending in hospital, Making Reports and issuing Invoices.
* Training of New Staff.
* Re-examination (Saicyosa) Of cases which are declined by the Insurance Company.
* Assisting Japanese Staff for sales with Indian clients.

**WellBe Insurance Brokers (India) Pvt. Ltd, from January 2019**

**(currently working)**

* **SALES (Japanese Division)**

**Responsibility Includes-**

* Generating Sales from the new Client and Existing clients in terms of General Insurance
* Marketing of the Company and explaining the benefits with maintaining the relationship.
* Bridge between the clients and the insurance companies(Japanese and Indian insurance companies) to give benefits to the clients
* Analysing the policies (Fire , burglary , marine and Group insurance) and procurement of quotation in less prices to reduce the cost for the client and maximise the benefits.

***IT SKILLS***

* **Hardware and networking course from IACM.**
* **Server and Admin**
* **Networking**

***JAPANESE LANGUAGE***

* **NIHONGO CENTRE, New Delhi.(2012-2014)**
* N5 Passed
* N4 Passed
* N3Passed
* N2Passed
* **JAPANESE LANGUAGE PROFICENCY TEST (JLPT)**
* **N3 Cleared(2013 July Batch)**
* **N4 Cleared(2012 December Batch)**
* **N5 Cleared(2012 July Batch)**

***STRENGTHS***

* Positive Attitude.
* Team work Spirit.
* Portable and flexible, can adjust in any circumstances.
* A very quick learner
* Definitely complete any work after determination.

***PERSONAL INFORMATION***

* Name : Arvind Panwar
* Date of Birth : 14th March 1993
* Permanent Address: 16-f, Pocket-b-7Mayur vihar Phase-III, Delhi-110096.
* Nationality :INDIAN
* Marital Status : Unmarried

***DETAILS OF PASSPORT***

Passport Number : K9552476

Date of Issue : 28/03/2013

Place of Issue : Delhi

Date Of Expiry : 27/03/2023

***DECLARATION***

I hereby declare that all information is best and true of my knowledge.

Arvind