

ANURAG SOMVANSHI

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Career Objective :	Seeking a job with an organization, which will help me to enhance my management skills and shape my future as a leader in the Management sector. Securing a position where by consistent hard work, dedication and the ability to acquire new skills and knowledge will turn out to be an advantage towards the company I work for.
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Qualification	College/Institute	Board/University	Year	Aggregate
L.L.B	Heeralal Yadav Lawcollege	Lucknow University	2015-2018	55%
M.B.A(Finance)	Graphic Era University	Graphic Era University	2011-2013	7.3 CGPA
B.Com	Lucknow University	Lucknow University	2008-2011	59%
Senior Secondary(10+2)	St. Thomas College	I.C.S.E/I.S.C	2008	67%
Secondary(10 th)	Lucknow Public School	C.B.S.E	2006	65%

Training Experience :	<p>Project Title : Ratio analysis of GAIL Organization : GAIL (Gas Authority of India Ltd), Auraiya (UP). Designation : Management Trainee Period : 4 Weeks</p> <ul style="list-style-type: none">Dealing with clientsInterpersonal SkillsWork with various departments.
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Working Experience :	<p>1.) Organization : Policybazaar.com Designation : Operations Executive Period : 02 Years</p> <p>JOB DESCRIPTION:</p> <ul style="list-style-type: none">Driving sales via Policybazaar.com in health Insurance.To explain the products in details and generate interest in the prospect for our products.In case of Point of Sales, assist the client in filling up of all required forms and collect payment.Recording of lead from footfalls showing interest in
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our product and generating a daily lead tracker for the supervisor.

- Ensure familiarization of the company products, policies and sales processes to the agents.
- Achieve sales target in his/ her assigned territory.

2.) Organization: Prasad Institute of Medical Sciences

Designation : Account Operations / Admin

Period : 02 Years 05 months

JOB DESCRIPTION:

- Cash & Bank voucher creation.
- Cash & Bank voucher entry.
- Bank Reconciliation.
- Salary Pay roll entry.
- TDS Reconciliation.
- Day to day tally updating.
- Payment Procedures of parties.
- Receipt of Income from college as well as hospital.
- Administration Activities of college as well as hospital.
- Providing Clerical and Administrative support to staff of the Human Resources department.

3.) Organization: Lucknow High Court.

Designation : Associate Lawyer

Period : September 2017 to October 2021

JOB DESCRIPTION:

- Represented clients in courtroom proceedings, presenting persuasive arguments resulting in favorable judgments in 80% of cases.
- Negotiated settlements on behalf of clients, achieving cost savings for the firm.
- Assisted senior attorneys in conducting depositions, witness interviews, and discovery procedures, contributing to successful trial preparations.
- Researched and analysed case law, statutes, and regulations to provide accurate legal advice and opinions to clients.
- Conducted legal research, staying up-to-date with changes in laws and regulations, and provided accurate advice to clients.
- Represented clients in family law cases, including divorce, child custody, property division, and spousal support, achieving favourable outcomes for clients.

4.) Organization: Realty Assistant Pvt Ltd.
Designation : Assistant Manager Sales
Period : November 2021 to March 2023

JOB DESCRIPTION:

- ☐ Handling TL's as well as Executives to focus on targets given by representative to achieve in given time period and maintain the sigma of company to achieve the goal.
- Focused Develop lists of properties to show clients with specific needs
- Design and create promotional materials to advertise new listings online and in print
- Pass customer questions and concerns to the customer service team
- Communicate with home sellers to negotiate the terms of new contracts
- Guide clients on tours of newly built homes to find the perfect listing for each client

5.) Organization: Jindal Property Solutions.
Designation : Manager Sales and Operations
Period : May 2023 to Aug 2024

JOB DESCRIPTION:

- ☐ Lead the real estate due diligence efforts on refinancing projects whereby the Company's real estate portfolio serves as collateral for such financing
- ☐ Serve as the company's Class A Manager and representative on five (5) different companies, which requires travel to and from , meeting with representatives and reviewing and executing documents pursuant to the transference of funds to and from these companies
- ☐ Responsible for directly approving new leases, lease amendments, terminations, capital investment deviations from budget, or any significant changes being proposed for.
- ☐ Work closely with the Group Vice President, Development, the Executive Vice President, Real Estate, and the real estate team to explore and evaluate new areas for development/redevelopment within the portfolio
- ☐ Manage negotiations with joint venture partners and oversee interests in development transactions, contracts.

	<ul style="list-style-type: none"> • Assist joint venture/operating partners in providing strategic direction and management to multi-disciplinary teams facilitating large-scale planning and development/redevelopment efforts while keeping in value creation strategy in mind • Responsible for budgets, project schedules, and economic goals and present progress reporting of all executives. Help ensure that the company's development objectives (cost, schedule and quality) and investment/profitability targets are achieved
Computer Proficiency :	<ul style="list-style-type: none"> • MS Office (Word, Excel, PowerPoint, Outlook, Tally). • O.S Environment – Windows 98, Windows2000/2003/XP/7/8/10 • Good understanding of the internet and related technologies.

Extra Curriculum :	<ul style="list-style-type: none"> • Participated in various curricular activities • Participated in debates. • Certification of AIBE.
Skills :	<ul style="list-style-type: none"> • Strong Personal Integrity. • Ability to Work in Team. • Strong Communication & Presentation skills. • Strong Analytical skills

Date:

(Anurag Somvanshi)

I hereby declare that the above mentioned information is correct and is written in order to maintain and furnish personal growth in the field of Business Operations and Administration.