**First Name of Application CV No 1681200**

Whatsapp Mobile: +971504753686



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*I have a passion to meet my goals at the set time and make success meet me in any case. My dedication, hard work, the way of thinking and the thirst to excel in all the fields makes me stand ahead of the crowd.*

*STRENGTHS*

* *Efficient and accurate analytical and numerical ability.*
* *Quick learner to any new concepts.*
* *Excellent networking skills with vast contacts.*

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| *HIGHLIGHTS* |  |  |
| *Knowledge of Administration, sales, retail*  *Live Experience of*  *Handling Public issues*  *Executed projects with company like HDFC LIFE.*  *Extensive computer Skills.*  *MBA(Finance)*  *.*  *Quick learner*  *Good inter personal skills and ability to work under pressure*  *Worked as an assistant accountant*  *Won many awards & Recognitions in extracurricular Activities* |  | **Computer Skills**   * Computer Basic * Microsoft Office (Word, Excel, Outlook) * Career course from NIIT * Diploma in software * Well versed with internet   **Academic qualification**  MBA in Finance from Sikkim Manipal University, 2011.  B.com from North Point St. Joshep’s college. Darjeeling.In the year 2009.  12th (Commerce) from St. Holy Cross, Kurseong in the year 2006.  10th from St. Josheps girl’s school, Kurseong in the year 2004.  **Job Experiences**:  **JUNE 2010 – DEC 2011 - ( 1.7 yrs.)**  **Worked as Admin Assistant :**  **Job responsibilities:**   * Maintaining an electronic and hard copy filing   System.   * Providing training and orientation for new staff. * Coordinating and arranging repairs to office equipment. * Comprehensive knowledge of Microsoft Word, Outlook, Excel and Access. * Scheduling meetings and preparing agendas for them. * Effective organizational skills. * Organizing travel & accommodation arrangements. * Resolving administrative problems. * Supervising other clerical staff.   **JAN 2011 – MAR 2013 – (2.3 yrs.)**  **Worked as a Sales development Manager (SDM) in**  **HDFC Standard Life Insurance Co. LTD.**    **Job responsibilities**:   * Support sales department. * Maintains administrative workflow by studying methods. * Monitoring the cases and resolves problems by analyzing information identifying and solving. * Directs a Company’s sales department. * Data entries of the cases and pass forward to other proceeding department.   **July 2014 – Nov 2015 – ( 1.4 yrs.)**  **Sales Executive of Business loans & Business Credit Card**  **Selective Manpower Services (Aseel Finance - FGB)**  ● Managing all the sales related activity of the company. ● Selling business loans and business credit cards to small medium enterprises in UAE. ● Resolving any sales related issues with customers. ● Completing the administrative needs of the Sales Department. ● Responding to sales queries via phone, e-mail and in writing. ● tasks including data calling and cold calling.  **Personal summary**  Language Known English, Hindi, Urdu, Nepali.  Nationality Indian  Religion Hinduism  Visa Status Visit Visa  Assure the above information furnished is true to the best of my knowledge and belief. |
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