

***PREETI***

*Bur Dubai*

*Email id:* *-preeti-393159@2freemail.com*



***Objective***

*“To grow in a progressive organization where the blend of my 5.7 years’ experience and enhanced educational skills can help in achieving the goals of the company. I would like to exploit my potential and sense of obligation for the benefit of the organization.”*



***Jan 2019-Till date***

***Designation: Business Development Executive***

***Key Responsibilities Area:***

* *Develop business segments as per company strategy with compliance.*
* *Identifying and pursuing business opportunities through market surveys/references and existing customer database.*
* *To ensure and maintain levels of productivity as prescribed.*
* *To focus on and develop various business segments as per the sales strategy.*
* *To uphold the brand image and ensure compliance with all internal as well as external*

*regulations.*

***Oct 2017-April2018***

***Designation: Unit Manager***

***Key Responsibilities Area:***

* *Achieving unit business goals through quality recruitment and training of Insurance Advisors.*
* *Develop business segments as per company strategy with compliance.*
* *To recruit team of Insurance Advisors as per the corporate strategy.*
* *To ensure and maintain levels of productivity as prescribed.*
* *To focus on and develop various business segments as per the sales strategy.*
* *To trains Advisors.*
* *To uphold the brand image and ensure compliance with all internal as well as external regulations.*

***Feb2013- Sep2017***

***Designation: Relationship Manager***

***Key Responsibilities Area:***

* + *Identifying and pursuing business opportunities through market surveys/references and existing customer database.*
* *Analyzing business potential of customers and understanding their specific requirements to offer one stop solutions of their insurance needs.*
	+ *Focus on retention of existing internal customers through group discussions/brainstorming sessions.*
	+ *Preparation of insurance proposals for submission to prospective customers to ensure that budgetary and profitability is maintained as per benchmarks set by the Organization.*
	+ *Preparation of insurance renewal sheet, as per industry norms and timely submission to the perspective customer.*

***Summary of Skills:***

* *Knowledge of the insurance claim settlement procedures.*
* *Knowledge of the insurance products.*
* *Ability to conduct investigations and determine authenticity of filed claims.*
* *Excellent customer service and team management skills.*
* *Knowledge in handling escalation and conducting training for agents*
* *Ability to review and modify processes for the benefits of clients and management*



* *Achieved 117% of monthly Target and grew sales to Rs.13, 57,800 within six months, earning title as top representative in National Operating Centre.*
* *Qualified for inner circle of Sales Director.*
* *Qualified for premier league, achieving annual target by 125%.*
* *3 months basic computer courses (Basic+ Excel+ word) from Caddis Computer Centre also have mailing knowledge.*
* *2009-2012: BBA: Banking & Finance, Graphic Era University, India*
* *2007-2009: Completed schooling (10+2), CBSE Board, Delhi*



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| *DATE OF BIRTH* | *:* | *07.10.1991* |
| *GENDER* | *:* | *Female* |
| *MARITAL STATUS* | *:* | *Married* |
| *NATIONALITY :* |  | *Indian* |
| *LANGUAGE KNOWN* | *:* | *English & Hindi* |

***Date****:*

***Place: Dubai*** ***(Mrs :- Preeti)***