



NAME – SAVITA
D/O RAJINDER KUMAR
ADDRESS: Mankhool Street, Dubai, U.A.E
MOB: + 971504171157, +971588442417
EMAIL –savitamehra899@gmail.com

CARRIER OBJECTIVE :

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

SYNOPSIS :

Bachelor's Degree in Arts from GNDU.

Endowed with a passion for winning as evinced through demonstrated excellence in the academic & extracurricular areas.

Acquired practical knowledge through various training and academic projects.

Keen learner with constant zest to acquire new skills.

Team player with analytical and leadership skills.

PASSPORT DETAIL:

Passport No.: R5823956

Issue Date: 03/02/2018

Expiry Date: 02/02/2028

Place of Issue: Jalandhar

INTERNSHIP :

6 months training in Ludhiana in DCC Company.

EXPERIENCE:

1year experience in **Deal Money (BROKER CHANNEL)** as a **Tele Sales Coordinator** from (09/11/2016 to 08/11/2017)

6 months experience in **RELIANCE NIPPON LIFE INSURANCE** as **KRM**

Joined as: **KRM**

Department: **Life Insurance**

Designation – **K.R.M. (Key Relationship Manager)**

Role &responsibilities:

- Providing life insurance facility to customer
- Life & health insurance
- To look after all the R&M jobs which comes under the Admin preview •
- Providing claims of insurance

2 Year experience in **MAX LIFE INSURANCE** as a **BDM**

Joined as: **BDM** (BUSINESS DEVELOPMENT MANAGER) on (2ND of Jan 2019). Department: Sales & Service

Role & responsibilities:

- Handling a team of 3 sales Associates.
- Achieving Monthly as well as Yearly targets.
- To settle the complaints in provided time.
- To maintain the target,
- To make the salary and maintain the leaves of my team .
- To motive the team members for achieving their targets

• Currently working in an **IT Company, Dubai** as a **Telle Sales Coordinator**

TECHNICAL SKILLS :

- Language known: C, C++(basic knowledge)
- Presentation: Microsoft power point, word, excel
- Email: Google Mail, Google+ , Rediff Mail , yahoo , outlook 365
- Word processing &Publication, Microsoft word.

PERSONAL SKILLS :

- Strong administrative and organisational skills
- Experienced in problem-solving
- Work effectively both as team member and independently
- Excellent communication and IT skills

- Enthusiastic and committed
- Positive Attitude with confidence.

EXTRA CURRICULAR ACTIVITIES:

- Winner in Talent Event and various college fests.
- 2nd Winner of Jammu's got Talented Season 6.
- Organized a seminar in the college.
- Rotract of Rotary Youth Leadership.
- Member of Pathankot Marketing Association.

ACADEMICS :

QUALIFICATION	SCORED	YEAR
M.A	Perusing	Final year
B.A. in Arts	72%	2017
XII	80%	2014
X	73%	2012

PERSONAL PROFILE :

Name Savita
 Father's Name: Rajinder Kumar
 Mother's Name: Renu
 Date of birth: 05th Feb,1996
 Age: 25 Years
 Gender: Female
 Languages Known: English, Hindi, and Punjabi
 Hobbies: Listening to music, Traveling, Dancing, Singing
 Status: Single
 Nationality: Indian

DECLARATION :

I hereby declare that the above information furnished are true to the best of my knowledge and belief.

Place: Dubai, U.A.E

Signature

