**Resume**

**NavitaRai**

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**Objective:**

To work with best of my ability in organization taking maximum utilization of my education and skills in implementing new innovative globalize techniques in working methodology for constant performance

**Experience:**

**Present:**

Working with **PNB METLIFE** as **Assistant Relationship Manager** Since Nov 2011 to Nov 2012

Got promotion and work as **Relationship Manager in Dec 2012** to **Nov 2013.**

Got promotion as **Senior Relationship Manager in Dec 2013** to till date.

**Job Profile:**

* Achieve sales targets and providing Customer service
* Relationship Management for a Portfolio of customers
* Customer service to ensure walk in customers issues
* Selling of Investment products like Mutual Fund, Insurance & Current account & Saving account

**ACHIEVEMENTS-**

* Certificate from **METLIFE** refer to head of the family for completing the given target in **2012**
* Win **T-SHIRT** contest by generating maximum business in one day in **2012.**
* Qualify **DUS KA DUM** contest by generating maximum **NOPs in June 2012.**
* Qualify **PATAYA CONTEST(Bangkok)** for the financial year **2011-2012**.
* Got **METLIFE MOMENTUM** by completing the given target in a single day.
* Qualify **HILL STATION CONTEST** by completing the given target for that.
* Qualify **LEGEND CONTEST** organised by **METLIFE** in **2012**
* Qualify **GRAB A BAG CONTEST** by **METLIFE** in **2012**
* Qualify **NEED FOR SPEED CONTEST** held on **Oct. to Dec. 2012**
* Qualify **DUBAI CONTEST** for the financial year **2012-2013**
* Qualify **SWORD OF HONOUR** contest held on **May 2013**.
* Qualify **TIE OF HONOUR** for completing 100% sales target for financial year **2011-2012**.
* Qualify **GOA/KATHMANDU** contest held on **May-June2013**
* Qualify **RED CARPET for PARIS(FRANCE)** for the financial year **2012-2013**
* Qualify **“Happy New year**” contest -2014

**ORGANISATION:**

**HDFC Bank (from July 2011 to Nov 2011) as Executive.**

**Job Profile:**

* Achieving Sales Target & to ensure maximum business volume through own capability.
* Interact with new Investors for the company.
* Bringing sales for the company through references & from open market database.

**Professional qualification:**

* MBA from, Institute Of Management Science (SHEPA) Varanasi, Affiliated **Gautama Buddha TechnicalUniversity, Lucknow**
* **Specialization:Major**-Human Resource **,Minor-**Marketing

**Summer Training:**

**Time duration** **Topic** **Company name**

2-months(**14 June-16Aug**) **“Performance appraisal &** **Banaras Beads**

**Social security “ Ltd. Varanasi**

**Research Report:**

**Time duration Topic**

**4-months(Feb-May 2011) “ CRM in tour and travel industry”**

**Acadamic Qualification:**

* B.A. from **D.D.U. University**, Gorakhpur with **IIDiv.**
* Intermediate from **KendriyaVidyalaya Gorakhpur** with **1st Div**
* High school from **KendriyaVidyalaya** Gorakhpur with **IIndDiv**

**Others:**

Achieving **2010 IIM TCA** Certification

**Extra co-curriculum activity:**

* Won **2nd Prize** in Antyakshari competition held at **zonal level** organised by **SMS** in 2010.
* Certificate in **Admad contest2010** held at **RSMT** Varanasi**.**

**Hobbies/Intrests:**

* Travelling, Singing ,Making friends.

**Language known**

Read & Write: - Hindi, English.

Communicate verbal: - Hindi, English &

Local Language.

**Personal Details:**

* **Fathers Name** : Mr. B.K.Rai
* **Date of birth :** 21/08/1984
* **Marital status :** Single

**Strength** : Inquisitiveness to learn new things, Concentration and

ability to Work under pressure and getting along with everyone.

**(NavitaRai)**

(Signature)