



DIVYA VERMA

Business Development Executive

A professionally challenging environment which will provide opportunity for continuous growth and learning with a dynamic organization which values Individual contribution.

Contact



+91 7004897118



vdivya207@gmail.com



Om Vihar Phase 1 Uttam Nagar
New Delhi

Education

● Bachelor of Commerce

2012-2015

● Additional Skills

- DCA
- Basic to Intermediate knowledge including MS Office, Internet
- Accounting & Back office course from ICA, Duration 6 Months

Skills

Organized



Communication



Teamwork



Meeting deadlines



Critical thinking



Experience



AccelProx

Business Development Executive

July 2022 - Present

At AccelProx, I served as a Business Development Executive (BDE), driving growth through strategic initiatives and client engagement. Through meticulous market research and fostering strong client relationships, I significantly bolstered sales revenue.



HDFC Bank

Credit card department

Sep 2019 - July 2022

Employed at HDFC's credit card department, where I demonstrated proficiency in handling various tasks related to credit card operations. Responsibilities included assisting customers with card applications, addressing inquiries, managing account maintenance, and ensuring compliance with regulatory guidelines.



Axis Bank

Customer Relation Executive

May 2018 - Nov 2018

As a Customer Relation Executive at Axis Bank, I effectively managed client relationships by providing personalized assistance and addressing inquiries promptly. Utilizing strong communication skills, I liaised between customers and internal teams to ensure smooth transactions and resolve issues efficiently.

Language

English



Hindi



Reference

Rishav Jasiwal
Manager

AccelProx
+91 8709438667