

RESUME

SHABANA BANO

HOUSE NO. 523 SECOND-
FLOOR BLOCK-C POCKET-11
DDA JANTA FLATS JASOLA
NEW DELHI-110025
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Objective:-

I will constantly attempt hard to maintain my job performance on an advance quality, as an effect of this, I can demonstrate the organization my aptitude. It will help me to win the faith of my superiors. Searching for job in a staffing company as recruiter where I can apply my quality of hard work and professional approach.

Experience:-

Bada Business.Com

Okhla Phase 1 New Delhi 110020

September 2019 to Present

Business Counsellor

Responsibility:-

- Organize and execute assigned business projects on behalf of clients according
- to clients requirements
- Recruit the worker for the appropriate work.
- Disseminating details through Phone fax and e-mail.
- Compute and verify data, fee or payment from clients
- Create and maintain file in excel.
- Enter data and forward paper work.
- Prepare or maintain report of record and other statistical quantitative data.
- May act as receiver of mail and correspondence for the work unit and department
- Assist in resolving problems and complaint raised by unsatisfied clients
- May be asked to make PowerPoint presentation and use databases or access.

Religare Health Organization:-

Relationship Manager

July 2018 to September

2019

Responsibility:-

- Understand customer needs and develop plans to address them
- Identify key staff in client companies to cultivate profitable relationships
- Resolve customer complaints quickly and effectively
- Forward up selling and cross selling opportunities to the process

- Promote high quality sales, supply and customer services processes
- Aim to preserve customers and renew contracts

Silaris Infosys:-

Relationship Leader

Jan 2014 to Nov 2017

Responsibility:-

- Given welcome call to member then upgrade the plan
- Assisting new or existing customer on IHO Membership
- Sales portfolio as star performer award winner of sep. 2017
- Managing data all sales daily bases
- Cooperate calling data handling
- Customer support Handling
- Coordinate with data management team to collect customer data for appropriate assistant
- Cross Sell Up-Grade the plan or other plan

SKILL SETS

- Strong writing and oral communication
- Good interpersonal abilities
- Quick learner
- Team player
- Good reasoning abilities

ACADEMIC QUALIFICATION

- B A pass From IEC Himachal Board
- Passed High School from NIOS Board in 2011 with 62.4%
- Good knowledge about MS Office, (MS Excel, PowerPoint)
MS windows,

PERSONAL VITAE

Date of birth:-	11 th June 1992
Marital Status:-	Unmarried
Languages known:-	Hindi, English

Hobbies:-

Listening music

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Date:-

SHABANA BANO

Place: - Delhi