

Navneet Kaur

Mobile No: 9654013606

Email: navneetchahal48@gmail.com

Career Objective: To succeed in an environment of growth and excellence, earn a job that provides me job Satisfaction, self-development and help me to achieve personal as well as organizational goals.

Core Competencies:

- An effective communicator with excellent written & verbal communication abilities
- Possess a flexible team-oriented approach
- Extrovert, integrity towards work, co-operative & passionate for team's growth

Work Experiences:

Organization Name: ICICI Lombard General Insurance Pvt Ltd

Designation: Unit Sale Manager

Tenure: 25th May 2022 to 16 March 2023

Job Responsibilities:

- Tie up with axis bank for general insurance.
- Generating new business.
- Regular follow up with bankers.

Organization Name: PNB MetLife India Insurance Co Ltd

Designation: Relationship Manager

Tenure: 23 Nov 2020 to 18 May 2022

Job Responsibilities:

- Understand the financial need & risk appetite of the client & recommend suitable products from the array of financial products available with us like - Mutual Funds, Life Insurance, and other Wealth Products, etc.
- Undertaking new client acquisition, retention & growth
- Execute monthly sales plan to acquire large prospective clients and ensure regular contact with all mapped clients through regular weekly / monthly calls. Daily tracking of targets & personal meetings with clients
- Ensure 100% client penetration for business sourced & enabling an increase in the share of wallet & revenues
- Ensure achieve targeted profitability & fee income
- Ensure in enhancing yields of client's portfolio by updating them with the best possible option for investment as per the market scenario

- Ensure the risk & review process through continual monitoring of client profile & ensuring thorough documentation relating to proposals & KYC procedures
- Coordinate with JRM and market intermediaries like MFs & banks for smooth transaction and operations
- Contacting clients to keep them updated about new developments in the company's products/services and its rapid growth.
- Build and deepen relationships with them and increase the book size and revenues.

Organization Name: Policy Bazaar Insurance Web Aggregator Pvt. Ltd.

Designation: Associate Sales Consultant

Tenure: 12th Nov 2018 to 30th Oct 2020

Job Responsibilities:

- Responsible for selling insurance policies by qualifying applicants, following leads & soliciting business.
- Marketing Term insurance products to new and existing clients.
- Telling customers about their options.
- Collecting and analyzing complex insurance quotes, comparing them, and then finding the best insurance plan for the client.
- Responding to customer inquiries and requests regarding insurance products.
- Leadership qualities to handle team & also help to reach their goals.
- Exceptional ability to utilize advertising and sales promotion techniques.

Organization Name: Gamma Process Hub India Ltd.

Designation: CSE

Tenure: 3rd August 2017 to 5th Nov

2018

Job Responsibilities:

- Dealing with SM regarding the complaints and Request raised by the Inbound team
- Calling up a customer for sales-related feedback and offer few discounts on the purchase to increase the sale
- Calling customers related to the offers which Bata is running and ensures and takes follow-up for the sales-related leads.

Organization Name: CIMS Pvt. Ltd. (Magicbricks)

Designation: Operations Executive

Tenure: 1st Aug 2016 to 31st March 2017

Job Responsibilities:

- Calling customers to sell packages for high visibility

- Preparing data and taking proper follow up for the same
- Proposal needs to be prepared and sent to the customer basis on their requirement
- Pitch for the higher package to increase the sales

Technical Knowledge:

- SQL Server
- RDBMS
- MS Excel (Basic)
- PowerPoint

Achievements:

Won Second Prize in the debate of social issues.

First Prize in Gidha.

First Runner up in Singing Competition

Won Shagun Prize for completing desire target within 3 month in PNB Metlife.

Won so many cash voucher or gift from Policy bazar for achievements of targets

Professional Qualifications:

MCA from Punjab Technical University Jalandhar in 2015 with 72%.

BCA from Guru Nanak Dev University Amritsar in 2012 with 63%.

Senior Secondary from P.S.E.B in 2009 with 70%.

Secondary from P.S.E.B in 2007 with 78%.

Personal Details:

Father's Name: Mr. Ajit Singh

Mother's Name: Rajwinder Kaur

Date of Birth: 23.12.1990

Nationality: Indian

Marital Status : Single

Permanent Address: Opposite Civil Hospital, Nanaksar Colony TaranTarn. 143401

