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GEETIKA KUMARI

BUSINESS DEVELOPMENT EXECUTIVE



227 KALIA COLONY
PHASE1 , Jalandhar, 144008,
India



6283071492



geetikakumari769@gmail.com

EDUCATION

- MBA

Gian Jyoti institute of management and technology / Mohali / 2008

MBA FINANCE
- BACHELOR

A.B College / PATHANKOT / 2005

Computer Science
- 12TH STANDARD

Govt Senior Secondary School / JUGIAL / 2002

NON MEDICAL
- 10 TH STANDARD

Govt Model High School / JUGIAL / 2000

All subject's

SKILLS

- Customer service
- Time Management
- Problem Solving
- Computer Proficiency

DRIVING LICENSE

- Driving license category

Yes

LANGUAGES

- PUNJABI
- HINDI
- ENGLISH

PERSONAL DETAILS

- Date of birth:

12/08/84
- Nationality:

INDIAN
- Marital status:

Single

As customer service oriented and self-motivated with 2+ years of experience in customer support willing to be a part of an organization where I can fully utilize my skills to make a significant contribution to the success of the employer, while at the same time pursuing my individual growth.

WORK EXPERIENCE

- Reliance Money

Aug 2008 - Jan 2009
CHANDIGARH

BUSINESS DEVELOPMENT EXECUTIVE

Trading and Demat Account opening through conversion of leads received through website and client referrals. To assist the customers in completing the documentation for account opening online. To coordinate with the customers and the internal Leads Processing Team to ensure that the account is opened within 24 hours of receiving the documents from the client
- ICICI LIFE
PRUDENTIAL LIFE
INSURANCE

Jan 2009 - May 2010
MOHALI

UNIT MANAGER

Recruitment of Agents. Training of Agents for promotion of Life Insurance Policies Establishing meetings with Customers for creating awareness of products and their benefits to customers Creation of Database and list of Appointments of agents with customers. Explaining the various type of products like ULIPS, Endowment, pure life, and Health to Agents and Customers
- Lovely Profesional
University

May 2022 - Present

SENIOR ASSISTANT

Advise students on course selection and other academic concerns. Act as an adviser to students organization. Planned and Participate in recruitment and enrollment activities. Maintain regularly scheduled office hours to advise and assist students .