

Khushboo Singh

Address: Bangalore, Karnataka | **Phone:** +91 9953051299 | **E-mail:** khush.singh2424@gmail.com | **LinkedIn:** <https://www.linkedin.com/in/khushboo-singh-529876a0>

Business development executive with 4+ years of experience in financial analysis, risk management and analysis, balancing team performance, customer service, targets and business objectives. Certified professional from some prestigious organizations. Worked closely with front line employees to maximize productivity and optimize procedure. Decisive leader with good planning and organizational skill. Currently pursuing a Master Program in Data Analyst from IBM. Seeking an opportunity in the Business Analysis domain to apply my skills for both personal and organization development.

Education

Bundelkhand University | UP 2014
Master of Finance and Control

VBS Purvanchal University | UP 2011
Bachelor of Commerce

Skills

- Python, SQL
- Statistics, Logistics, Budgeting.
- MS Excel, MS Powerpoint, MS word, Google Docs, Google Sheets, ChatGPT, Tabulu, Power BI.
- Risk Management & Analysis, Corporate Finance, Product Management, Balance Sheets, Financial Statement Analysis.
- Portfolio Management & Analysis, GST Accounting Internal & External Audits.
- Relationship Development, Team Management, Lead Development, Customer Service,
- Strategic Development, Performance Monitoring, Issue Resolution, Communication.

Certifications & Achievements

IBM | Masters Program in Data Analyst

Google | Project Management Professional

NIIT | Tally ERP 9

Manipal Academy | Post Graduate Diploma(Insurance)

Internship

IBM | *Financial Analyst* May 2013- July 2013

- Assist in analyzing organization forecast, Budget, Actuals and business metrics and dynamics.
- Prepare reports, Research trends, Analyze performance impacts.
- Developed thesis on the Topic: Financial Analysis.

Professional Experience

TATA AIG | *Business Development Manager*

Jan 2023 to Present

- Developing portfolios by prospecting new clients, achieving various individual business targets.
- Preparing credit proposals, conducting a regular review and providing guidance, coaching and support.
- Meeting and growing revenue goals for assigned accounts.
- Work with internal departments to ensure the company meets client expectations.
- KYC document verification.
- Identifying and mitigating payment risks.

PNB MetLife | *Business Development Manager*

Jul 2021- Dec 2022

- Build and improve relationships with customers, key suppliers and partners.
- Review company practices to ensure clients satisfaction.
- Identify potential opportunities and inform respective teams to follow up.
- Educate and inform clients about the company's product services and special offers.
- Work with internal departments to ensure the company meets client expectations.
- KYC document verification

Aegis Private Limited | *Operations Executive* Mar 2020 - Oct 2020

- Handled calls from sellers or clients and provided them with a solution to their queries or providing information.
- Expert in listening and resolving problems.
- Order & logistics

HDFC Life | *Business Development Manager* Dec 2016 - Jun 2018

- Responsible for corporate customer partnership, primary liaison with all customers, responsible and accountable for business acumen.
- Identify sales lead pitch products or service to new clients and maintain a good relationship.
- Meeting and growing revenue goals for assigned accounts.
- Planning sales and business development opportunities.