

# Manisha Singh

## Executive ( Retail Health )

Phone : 9667318595

E-Mail Id : singhmanisha7955@gmail.com

Motivated, Hardworking and responsible person with adaptability to change. Looking for an organisation to work with to grow internally as well as professionally.

### EXPERIENCE

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**Sep 2022 to Dec 2022** **Experience in HDFCergo ( Officer - Renewal Retention )**

- Renewal Health Handling.

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**Aug 2021 to Aug 2022** **Experience in Security Insurance Brokers India Private Limited as a Executive ( Retail Health )**

- Health Policy Renewal.
- Manage customers complaints.

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**Nov 2017 to Mar 2020** **Experience with Authentic Travles Pvt. Ltd. as a Sales Executive**

- Cold calling.
  - Respond to incoming Emails & Phone inquiries.
  - Lead Generation.
  - Sales through lead generated.
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**May 2017  
to  
Nov 2017**

## **Experience with Imperial Institute of Management Science & Research as a Sales Executive**

- Cold calling.
- Respond to incoming Phone inquiries.
- Lead Generation.

## **EDUCATION**

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- 10<sup>th</sup> passed from CBSE Board (2015 Passing Year)
- 12<sup>th</sup> passed from CBSE Board (2017 Passing Year)
- Pursuing Graduation (BA Prog.) from School of Open Learning DU

## **SKILLS**

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- Microsoft office word
- Microsoft excel
- Leadership qualities
- Pressure handling
- Determination

## **PERSONAL DETAILS**

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Father's Name : Puran Singh  
Date Of Birth : 30<sup>th</sup> November 1998  
Martial : Unmarried  
Languages : Hindi, English