

# Nisha

## Career Objective

I am seeking all challenging & responsible position which makes full use of my talent & give me an opportunity for personal growth & professional advancements. i possess solid skills in organization, problem solving, team work, and communication & I am able to handle complex situations.

## Professional Skills

- Knowledge of Ms-Office, MS Excel, Internet, Ms-Power Point Etc.
- Typing speed -25-30 WPM
- Familiarity with all types of insurance plans (automobile, travel and Overseas insurance )

## Work Experience

**Worked with Student Cover & Secure Cover (Partnership) as Education**

**loan adviser from Oct. 2016 to June 2019 in Insurance Sales.**

**Worked with Ela Woman as a ELA Specialist for 2 Months**  
**Responsibilities**

- Breed productive relationships to create a pool of prospective clients from various sources by networking, cold calling, using referrals etc.
- Maintain bookkeeping systems, database and records
- Web-chat process
- Motor , Travel and Overseas insurance
- Respond to clients' questions and complaints
- Lead Co-ordination
- Obtain and compile copies of loan applicants' corporate financial statements, and other financial information.
- Complete other duties, as assigned
- Documentation

## Key Skills .

- Quick learner
- Strong written and verbal communication skills
- Ability to work in group as well as in team.

- Hardworking
- loyal towards work and duties
- Ability to explain complex issues and concepts to customers
- Can work under stressed condition.

### Academic Qualifications

- B.A graduate from Delhi University (SOL). In 2015
- 12<sup>Th</sup> pass from Central Board of Secondary education in 2012.
- 10<sup>Th</sup> pass from Central Board of Secondary education in 2010.

### Personal Details

Address :- 4929 N/3, Street No 4 Kanti Nagar East Old Seelam Pur Delhi -31  
Phone No. :- 8700528236  
Email ID :- [nushratansari18@gmail.com](mailto:nushratansari18@gmail.com)  
Date of Birth :- 31/07/1994  
Father Name :- Mr.Md Shabbir  
Marital Status :- Single

Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief

Place:- Delhi

Date:

**Nisha.**