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HIMANSHU VERMA

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### CV HEADLINE

In pursuit of career enhancing opportunities in the field of business development & key account Management with an organization of high repute. As you can see my past work experience, I am confident that I would be appropriate in your environment. My further details are as under for your review and consideration. I will be available for full time employment immediately. I look forward to speaking with you soon.

## PERSONAL DETAILS

* Age:
* Career Level:
* Nationality:

29 Years as (08—11—199O)

Mid-Level

Indian

## Personal Profile

A competent, talented, well-educated of the professional work environment, quick to learn & used to working under pressure and meeting deadlines. A flexible practical person trained in analytical methods, seeking career within a management or a professional environment.

# Objective

A team player that thrives to succeed in a challenging environment. Professional and an organized person who has a passion for learning developing personal experienced skills and wishes to become a part of a disciplined working environment and prove myself through honesty, discipline, punctuality and grooming personality.

### WORK HISTORY

### Business and Hotel Management School, Switzerland *(April 2019 – Dec 2019)*

SALES AND ADMINISTRATIVE OFFICER

* Answer phones and support Agents, organize files, prepare documents, and schedule appointments for students with Embassy of Switzerland, New Delhi.
* Visiting Agents time to time regarding student’s admission.
* Attending various Education Fairs, gathering leads and following them up for recruitment.

COMMERCIAL BANK INTERNATIONAL – Dubai, UAE *(July 2018 – Dec 2018)*

**SALES OFFICER**

* Meeting up with new clients
* Finding the need of the customers.
* Providing them help by their need.

DUNIA FINANCE, DUBAI – UAE *(June 2017 – May 2018)*

**RELATIONSHIP OFFICER**

* Setting up meeting with new clients.
* Researching the latest products and regulations.
* Looking for new sales opportunities.

# HDFC Life, New Delhi – India

***Insurance & Banking***

* Worked in HDFC Life as Sales development Manager.
* Handling client engagement.

*(April, 2015— March, 2016)*

* Participating in exhibitions to increase sales and business generation opportunities.
* Increasing revenue, streamlining workflow and creating a team work environment to enhance productivity.
* Generating business through direct marketing visit.

Print Idea, New Delhi - India *(December 2012-December2013)*

***Advertisement & Marketing co.***

* + Proficient in handling sales & marketing/business development activities, analyzing market trends &

Establishing healthy 6r prolonged business relations with clients, thereby ensuring higher market share.

* + Demonstrated abilities in cementing healthy relationship with the clients for generating business and leading workforce towards accomplishing business and corporate goals.
  + Goal driven people manager with an ability to guide the next level executives in an effective manner.
  + Excellent communication skills with an attitude to readily adapt to evolving business and technology challenges.

### Key Highlights:

* Promoted all the new introduced products.
* Secure one-time branch achiever award in 2012-13.

IT Skills: Well versed with Windows, Operating System, MS—Office and other internet applications.

INTERNSHIP & TRAINING:

Done Internship with Siti News (Zee News), New Delhi (India)

# EDUCATION

* Bachelors of Journalism in Mass communication - (2011)

Chaudhary Charan Singh University, Meerut (India)

* Intermediate (2008)

Columbia Foundation Sr. Sec. School, New Delhi (India)

* Matriculation (2006)

Columbia foundation Sr. Sec. School, New Delhi (India)

# LANGUAGES

* English (Fluent), Hindi, Punjabi.

## LEISURE ACTIVITIES & INTERESTS

Leisure activities including cricket, badminton & trekking which keeps m fit and self-disciplined. I like travelling and exploring new places. I also take a keen interest of what’s happening around the world. I enjoy socializing, meeting people & learning about different backgrounds & cultures.