

SHWETA SHARMA



My Contact

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📍 Sec-18 Sarhaul Gurugram

SKILLS

- Communication
- Customer handling
- Time management
- Problem solving
- Sales and result focused
- Extensive product knowledge

Education Background

- University of Rajasthan
Masters in Commerce
Completed in 2016
- University of Rajasthan
Bachelor in commerce
Completed in 2014

About Me

Motivated Relationship Manager with 1+ years of progressive experience. Energetic self-starter and team builder. Navigates high-stress situations and achieves goals on time and under budget

Professional Experience

Indifi technology private limited | Relationship Manager
From JUN-2023 to APR-2024

Key responsibilities:

- Retained customers by tracking contracts and using multi channel communication methods.
- Generate new business by executing strategic campaigns and proactively cold calling customers.
- Built strong and positive relationships with customers by staying polite and helpful throughout interactions

Silaris information private limited | Sales Executive
APR 2022 – MAY 2023

Key responsibilities:

- Analyzed financial and insurance risk, scrutinizing information to determine likelihood of reporting a claim
- Determined Insurance requirements by liaising with customers for comprehensive understanding of needs.
- Reviewed customer history and backgrounds to recommend fiscally responsible.

Hobbies

- Traveling
- Reading Books
- Listening music