

# POOJA MURMU

Sales Executive | Business Administration | Policy Sales | Communication Skills

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## SUMMARY

I am an ambitious and hardworking individual who is dedicated to challenging my potential and earning trust and confidence in a management role. I have a solid educational background in business administration, hands-on experience in sales, and a diverse skill set including communication, adaptability, and creativity. I am eager to contribute positively to any team I join.

## EXPERIENCE

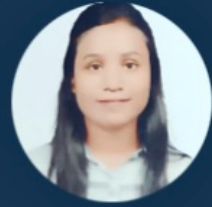
**Sales Exec** 10/2023 - 12/2024  
**Policy bazaar** Gurugram  
Worked as Sale executive in motor department with the experience of -  
• Calling clients and selling policies  
• Converting leads into sales

## EDUCATION

**BBA** 04/2016 - 05/2021  
**Shri Siddhi Vinayak group of institutions of management** Bareilly, India

**12th** 04/2018 - 05/2018  
**Wood row school** Bareilly, India

**10th** 04/2016 - 05/2016  
**Wood row school** Bareilly, India



## KEY ACHIEVEMENTS

**Sales Growth**  
Increased sales by 20% by Q3 2023.

**Lead Conversion Efficiency**  
Converted leads to sales at 35% efficiency.

**Customer Satisfaction**  
Achieved 95% customer satisfaction rating.

**Target Exceeding**  
Exceeded targets consistently by 15% in 2023.

## STRENGTHS

**Communicating**  
Communication skills

**Flexibility**  
Flexibility and adaptability

**Quick learner**  
Learning agility

**Creating ideas**  
Creativity

**Positive attitude**  
Creating a positive work environment

## LANGUAGES

English    Proficient    ●●●●●

Hindi    Native    ●●●●●