

# JITENDER SINGH

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## PROFESSIONAL SUMMARY

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To reach new working with an organization can provide me opportunities and challenges to utilize my skill and knowledge.

## WORK HISTORY

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### **Key Relationship Manger, 08/2023 -Current Bajaj Allianz life Insurance, New delhi**

- Communicated regularly with clients to understand needs, evaluate current product use and cross-sell new products.
- Built and maintained relationships with new and existing clients while providing high level of expertise.
- Responded to customer inquiries and resolved complaints to establish trust and increase satisfaction.
- Fixed up meeting and convert them into revenue.
- Resolve simple and easy services request of customers.

### **Assistant Manger, 12/2021 - 08/2023 Max Life Insurance, New Delhi**

- Customer services through relationship management.
- Maintained friendly and professional client interaction.
- Work on every lead allocated frame the HO team.
- Convert lead in to new sales.
- Pitch products as per need of the customers.

### **Sales Officer, 01/2020 - 07/2021 HDB Financial Services, Delhi**

- Handled Loan from start of application to booking all the way through collection payments.
- Responsible for new customers, maximizing loan opportunities collecting payments setting up payments arrangements processing.
- Provide referral or walk in customers with the proper loan products to fit their needs.
- Approved loan with in specified limits.
- Answered phone and provided customer services.

## ADDITIONAL INFORMATION

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New Delhi, India 110014



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## SKILLS

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- Sales and Marketing
- Financial advising
- Good Knowledge of computer
- Loan Processing

## EDUCATION

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- B.A graduation from Delhi University
- 12th pass from haryana board of school education
- 10th pass from haryana board of school education.

## TECHNICAL SKILLS

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- One year diploma in computer application.
- One year diploma in computer hardware and networking from NSIC new Delhi.

## PERSONAL INFORMATION

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- Name - Jitender Singh
- Father's - Jaswant Singh
- Sex - Male
- Nationality - Indian
- Date of Birth - 04june1990
- Language - Hindi, English

## DECLARATION

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I hareby declare that the details furnished above are true to best of my knowledge and belief.

Date  
Place

**Jitender Singh**