



## KEERTI VERMA

**Add:** Sec-22 A, Gugugram, Haryana

**Mobile:** +91 8368719304

**Email:** Keertiverma111@gmail.com

**DOB:** 24-Nov-1996

### PROFILE

*I am a highly motivated and progress focused Sales Agent with 4 years of experience in Sales. I am looking for the opportunity to build a challenging career in IT and apply my skills in an innovative and simplify process.*

### PROFESSIONAL CHRONOLOGY

#### **Insurance Dekho (Gurgaon)**

~ Sales Agent

Jan 21– Till now

#### **Accomplishments:**

- ✓ 2 years of experience in sales as health insurance representative.
- ✓ Achieve the Sales targets by brand marketing against the plan for the year.
- ✓ Monitor business details thereby planning the sales achievement.
- ✓ Maintain the Basic Working standards for daily operations.
- ✓ Manage customer relationship for continued engagement of Key support customer.
- ✓ Good communication skills verbal and written.
- ✓ Good Hands-on Chat and emails.

#### **Credi Health (Gurgaon)**

~ Medical assistant

Aug 18 – March 20

#### **Accomplishments:**

- ✓ 1+ years of experience as a medical assistant.
- ✓ Providing support and assistance to users about appropriate medical representative.
- ✓ Website management.
- ✓ Product OPS handling.

### TECHNICAL SKILLS:

- ✓ Microsoft Office
- ✓ Basics knowledge of computer
- ✓ Able to handle pressure

### ACADEMIC QUALIFICATION:

- ✓ 2013: Completed SSD Girls Inter Collage (Meerut).
- ✓ 2015: Completed SSD Girls Inter Collage (Meerut).
- ✓ 2019: Completed Graduation Delhi University (Delhi).

**PERSONAL PROFILE:**

<b>Father's name</b>	Inder Prakash
<b>Date of birth</b>	24- Nov-1996
<b>Permanent address</b>	Meerut (UP)
<b>Hobbies</b>	Interacting with new People, Painting,
<b>Strength</b>	Positive Attitude, Problem solving
<b>Gender</b>	Female
<b>Language Known</b>	English, Hindi
<b>Marital status</b>	Unmarried
<b>Nationality</b>	India

**DECLARATION:**

- ✓ I am very Much Confident of my Skills to work in a Team.
- ✓ I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:** \_\_\_\_\_

**(Keerti Verma)**