

# CURRICULUM VITAE

## **Ranjita**

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### **OBJECTIVE**

To work in a challenging environment where I can multiply my skills and knowledge to my full potential . In order to become productive through the efficient and creative use of the available resources.

### **QUALIFICATION**

- 10<sup>th</sup> passed from Govt. Girls (CBSE BOARD)
- 12<sup>th</sup> passed from C.B.S.E Board.

### **INSURANCE SKILLS**

- Detail oriented and meticulous
- Strong verbal and written communication
- Able to empathize ,yet maintain company policies
- Good analytical and decision –making skills
- Comfortable with numbers and math
- Strong analytical and investigative skills
- Good communication and listening skills
- Ability to build trust through interpersonal interactions

### **PROFICIENCIES**

- Ability to grasp new concepts and technologies quickly and quest to learn more.

- Developing insurance reporting
- Risk analysis
- Insurance sales expert

#### **EXPERIENCE**

- 1 Years Experience Murcry insurance Broker Pvt Ltd.
- 1 Years Experience Vesat System Excel work.
- 1 Years Experience Rap Infosystems pvt Ltd .

#### **PERSONAL DETAILS**

- |                      |  |
|----------------------|--|
| Gender               | - Female                                     |
| Language Proficiency | - English and Hindi                          |
| Marital Status       | - Unmarried                                  |
| Date -of –Birth      | - 8 / August/2000                            |
| Address              | - H N – 34 Priyog Vihar Hari Nagar New Delhi |
| Mobile no.           | - 9560688246                                 |

#### **DECLARATION**

I hereby declare that the above details are true to the best of my knowledge.

(RANJITA)