

CURRICULUM VITAE

Ankit Verma

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Objective:

To obtain a challenging career in an organization and to be a part of Progressive organization, which gives me an opportunity to give best of my ability in the scope of the organization with sheer determination and dedicated hard work.

Professional Qualification:

- MBA (HR & Marketing) from Mahatma Gandhi University in 2015

Academic Qualification:

- Graduate from Delhi University in 2013
- Intermediate from C.B.S.E Board in 2008
- High School from C.B.S.E Board in 2006

Computer Knowledge:

- One Year Diploma in Computer Application and Multilingual DTP in 2008.
- Typing speed 30 word per minute with 98% accuracy.
- Operating Systems : Windows.
- Applications : MS-Office.

Work Experience:

- Currently working in HDFC Ergo General insurance from 14th March 2023 to till now as a deputy manager .
- BPTP limited as a “Assistant Manager” From 18th April 2022 to 8th March 2023.
- Medi Assist insurance TPA Pvt. Ltd. as a “Senior Executive” From 15th Jan 2018 to 16th April 2022.
- Bharat Matrimony Ltd.as a “Senior Relationship Manager” From 17th April 2017 to 13th Jan 2018.
- Cordova Publication Pvt. Ltd. as an “Sales Executive” From 30th September 2016 to April 2017.
- Exclusife Technosoft Pvt. Ltd. “Sr. Client Service Executive” 28th Dec 2014 to 11th Feb 2016.
- Pensamedia Solution Private Limited as an Account Manager (Google ad word). 3rd Oct’2013 To 8th Oct’2014
- Indiamart Intermesh Limited as a Customer care executive. March, 2011 to Oct 2011

Work profile:

1. HDFC Ergo General Insurance

- Grievance handling on email
- Providing info related to customer queries over email, Calls.
- Multiple task handling
- Backend related work

2. BPTP Limited

- Grievance handling on email
- Providing info related to customer queries over email, Calls.
- Multiple task handling
- Backend related work

3. Medi Assist Insurance TPA Pvt. Ltd.

- Handel corporate client.
- Interaction with internal teams as well as corporate employees.
- To be in constant interaction with team leads and heads as well as corporate employees as required.
- Understanding the claim process/policy and improving the productivity.
- Monitoring the query/claim movement till the same is either resolved/settled/denied.

4. Bharat Matrimony Ltd.

- Handling existing member.
- Sharing prospect profile to existing members (paid members).
- Handling retentions.
- Identify new sales from available data in Bharat Matrimony platform.

5. Cordova Publication Pvt. Ltd.

- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities;
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.

6. Exclusife Technosoft Pvt. Ltd.

- Renewal of existing clients and conveyance the client for online payment.
- Dealing the client through email.
- Call to existing clients and up sell the product.
- Solved the queries of the customer over phone and through mail also.

7. Pensamedia Solution Private Limited

- Renewal of existing clients and conveyance the client for online payment.
- Dealing the client through email.
- Call to existing clients and up sell the product.

8. Indiamart Intermesh Limited

- Modification of images of website according to client requirement.
- Content editing in website according to client product.
- Taking the feedback.
- Up sell add on services.
- Fixation of meeting with client and handling the same.
- Renewal of existing clients.
- Dealing the client through email.

Personal Traits:

- Flexible to learn new things
- Believe in hard work
- Confident and dedicated about his work
- Positive attitude
- Aiming high in life

Hobbies:

- Playing outdoor games & watching movies.
- Net Surfing.

Personal Details:

Father's Name	:	Mr. Ram Kumar Verma
Mother's Name	:	Mrs. Saroj Verma
Date of Birth	:	05/04/1989
Languages Known	:	English & Hindi

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date: _____

Place: New Delhi

Ankit Verma