

CURRICULUM VITAE

Ritika Verma

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Add: - 385/3, Sector-3,
Shastri Nagar, Meerut-250004.

Profile:

Career objective:

To obtain a challenging and rewarding role that allows me to expand my knowledge and skills while making a meaningful contribution.

Summary:

- One year experience of General Insurance Industry.
- Experience of providing a satisfactory service to my organisation as well as to the customers.
- In-depth knowledge of general insurance policies and regulations.
- Excellent communication, interpersonal and organizational skills.
- Strong negotiation and closing skills with ability to build and maintain long-term relationships.

Work Experience:

Company: BBP & Company

Job Title: Office Executive

Experience: 04/08/2023 to Present day

Job description:

- Responsible for generating New and Rollover business for Health Insurance and maintaining existing relationships with Clients and Insurance Companies.
- Handled the Renewal Business of SME line and retention of the existing policies.

Skills:

Technical Skills: MS Excel, Email Management, Basic Computer Concepts.

Soft Skills: Good Communication Skills, Team Work, Work Ethic and Creativity.

Education:

- **Masters in Business Administration**

Rudra Group of Institutions

From June 2024- Pursuing

- **Bachelors in Commerce**

Meerut College, Meerut

Percentage- 65.2%

From August 2021 to July 2024

- **Intermediate**

Kendriye Vidyalaya Dogra Lines, Meerut.

Percentage-90%

March 2021

- **High School**

Meerut Public Girls' School

Percentage- 94%

March 2019

Personal Information:

Date of Birth: 15 November 2004

Gender: Female

Father's Name: Mr. Sant Kumar

Nationality: Indian

Religion: Hindu

Marital Status: Unmarried

Languages Known: English, Hindi and French

Hobbies: Book Reading, Language learning, Dancing and Puzzle solving and Brain Games

Declaration:

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

Place: Meerut

Date: 17/09/2024

(RITIKA VERMA)