



Sidra

BSR (BSR Banca Assurance Sales Representative)

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Hussain Agahi Road, Multan, Pakistan

Summary

divpTalented Sales and mobilization Officer with exceptional skill at selling a companys products and services utilizing effective and innovative marketing methods, tools, and resources. Amicable and enthusiastic approach and excellent pitching clearly delineate why a customer or client should invest in your products. I am seeking to work in a pragmatic way in an organization where I can show my talent and enhance my skills to meet company goals and objective with full integrity and zest. Skilled Receptionist, Data entry, Lab attendant and sales officer./p /div

Skills

Writing Skills | Understanding Of CP Structures | Understanding Of CP Framework | Typing | Time Management | Telemarketing | Team Management | Student Counseling | Strengthening CP Structures | Social Media Management | Sales Automation | Sales | Reporting Skills | Report Writing | Record keeping Skills | Record Keeping | Proposal Writing | Project Management | Project Coordination | Program Management | Program Coordination | Program Administration | Problem Solving | Presentation Skills | Petty Cash Management | Operations Control | Operations Administration | Nursing Skills | Networking Skills | Negotiation Skills | Multitasking | MS Office Skills | MS Office | MS Excel Ms Word | MS Excel | Mobilization Skills | Microsoft Excel | Medical Technology Knowledge | Medical Communications | Medical Billing Processing | Marketing | Management Accounting | Lab Knowledge | Insurance Negotiations | Immigration Advisory | IASC MHPSS Guidelines | Human Resource Planning | Hospital Medicine Knowledge | Handle Stressful Situations | Grant Writing | Fluent in English | Financial Management | Financial Handling | Event Planning | Enema | Employee Administration | Drafting And Recor | Donor Management | Data Handling | Data Entry Operations | Data Analysis | Customer Support | Customer Service Skills | Customer Serivce Skills | Customer Relationship Management | Customer Relation Management | Customer Commitment | Customer Care Representation | Customer Acquisitions | Critical Control Points Knowledge | CP Mainstreaming | CP Framework | CP Case Management Mechanism | CP Case Management | Corporate Dealing | Coordination Skills | Convincing Skills | Computer Proficient | Computer Operations | Communications Skills | Communication Skills For Telecalling | Communication Skills | Client Relationship Management | Client Dealing | Client Correspondence | Cash Handling | Cash flow Management | Cash Collection | Business Development Strategies | Business Development Process | Business Development | Billing Solutions | Billing Services Knowledge | Billing Process Knowledge | Bank Dealing | Microsoft Office | Assignments Handling | Admissions Counseling | Administrative Tasks Handling | Administrative Organization

Experience

Jan 2023 - Present

BSR (BSR Banca Assurance Sales Representative)

Other, Multan, Pakistan

Design and implement effective marketing strategies to sell new insurance contracts or adjust existing ones

Contact potential clients and create rapport by networking, cold calling, using referrals.

Appraise the wishes and demands of business or individual customers and sell the suitable protection plans

Collect information from clients on their risk profiles in order to offer them the proper solution

Prepare reports to shareholders on the success of your business endeavors

Retain continuous awareness of transactions, sales and terms and keep relative records

Check insurance claims to solidify trust and safeguard reputation

Frequently replenish job-specific knowledge and apply it on the field

Nov 2021 - Dec 2022

BSO (Banc Assurance Sales Officer)

New Jubilee Life Insurance Company Limited (NJI Life), Multan, Pakistan

Research and source potential clients and build long-term relationships with them

Persuade prospective clients to engage in a phone conversation and/or meeting to discuss insurance products

Advise clients on the insurance policies that best suit their needs

Customize insurance programs to suit individual clients

Deliver approved policies to new clients and explain benefits and risks of the policy

Re-assess the policy needs of existing clients after life-changing events

Fill-out and submit applications, issue quotes, maintain client records and prepare reports

Distribute policy proceeds after a claim is submitted and approved.

Oct 2017 - Oct 2021

Receptionist cum Admin assistant

Ali General Hospital, Multan, Pakistan

Managing cash and expenses.

Assisting in Lab testing.

Blood sampling and Rapid testing.

Welcoming patients and visitors, answering the telephone and answering any inquiries.

Scheduling appointments and keep those appointments on time.

Assisting patients with completing necessary forms and documentation.

Equipment sterilization and cleaning.

Monitoring and ordering stationery and clinical supplies.

Booking and organizing staff and doctor meetings.

Education

- 2023 **Bahauddin Zakariya University**
Masters in Arts , Masters in Arts
Powerplant Engineering
Grade: B
- 2014 **Allama Iqbal Open University (AIU)**
Bachelors of Education , B-ED
Arts
Grade: A+
- 2013 **Punjab Board of Technical Education (PBTE)**
Diploma
Computer Sciences and Information Technology,Information
Technology,PGD IT
- 2012 **Allama Iqbal Open University (aiou.edu.pk)**
Bachelors of Education
Education,School Organization and Classroom Management,Teaching
Learning Strategies
- 2012 **Bahauddin Zakariya University**
Bachelors in Arts , graduation
Arts
Grade: B+
- 2010 **Intermediate Multan Board**
Intermediate/A-Level , F-A
Arts
Grade: A+
- 2008 **Intermediate Multan Board**
Matriculation/O-Level , Matriculation
Matric In Arts Subject
Grade: A+

Projects

Life insurance

<http://www.adamjeelife.com>

Enter Description

Languages

English
Beginner

Punjabi
Expert

Urdu
Expert