

NARMEEN RAZZAQ

Al Bada, Dubai, UAE · 0501614857

Narmeen.razzaq@gmail.com

Seeking a position with an organization where I can utilize the best of my skills and abilities. To obtain a challenging position with an innovative company that utilize my adequate experience. A place where I am encouraged and permitted to be an active participant as well as vital contribute on the development of the company. Details mentioned here under would vouch for my statement.

EXPERIENCE

MARCH 2021 – PRESENT

INSURANCE ADVISOR, NATIONAL TAKAFUL WATANIA PJSC, ABU DHABI.

- ✓ Contacting & Assisting Customers via calls, emails, and chats for both inbound and Outbound.
- ✓ Working with the underwriting teams on providing the best rates to the Customers.
- ✓ Calling the customers to ensure the completion of process.
- ✓ Cross-selling other products to eligible customers.
- ✓ Issuing Policies and assisting on general requirements for the customers.

MAY 2020 – MARCH 2021

INSURANCE ADVISOR, BEEMA INSURANCE SERVICES LLC, DUBAI

- ✓ Converting the leads into business
- ✓ Ensuring complete data entry on CRM.
- ✓ Calling the customers to ensure the completion of process
- ✓ Contacting cold leads for placement of business

FEBRAURY 2017 – APRIL 2020

INSURANCE ADVISOR, AXA INSURANCE (GULF) B.S.C. (C) DUBAI, UAE

- ✓ Assisting on Incoming Calls for Medical & Motor Insurance.
- ✓ Selling the right product for the eligible customers.
- ✓ Working with the underwriting teams on providing proper rates.
- ✓ Ensuring complete data entry on CRM.
- ✓ Calling and contacting renewal customers.
- ✓ Cross-selling other products to eligible customers
- ✓ Issuing Policies and assisting on general requirements for the customer

FEB 2016 – FEB 2017

BUSINESS DEVELOPMENT EXECUTIVE, ALULINE UAE

- ✓ Presenting clients with appropriate products for project requirements.
- ✓ Maintaining and developing relationships with existing clients in person and via telephone calls and emails
- ✓ Cold calling to arrange meetings with potential clients to prospect for new business
- ✓ Negotiating the terms of an agreement and closing sales
- ✓ Representing the company at trade exhibitions, events and demonstrations (The Hotel Show 2016)

EDUCATION

APRIL 2019

BACHELOR'S IN BUSINESS FINANCE, AMERICAN COLLEGE OF DUBAI

MARCH 2014

CBSE INTERMEDIATE, NEW INDIAN MODEL SCHOOL

SKILLS

- Attention to Detail
- Clarity in Communication
- Quick Learner
- Quick Grasping of technical aspects of any product
- Problem-Solving and Flexibility
- Listening Capacity
- Ownership
- Leading Projects and Events
- Organized

REFERENCES

- ❖ Mr. Jaffer Hussain
Team Leader at BEEMA INSURANCE SERVICES LLC
Mobile No – 0508954135
LinkedIN- <https://www.linkedin.com/in/Jaffer-hussain-06b04b1bb/>