

Curriculum Vitae

Daisy Thomas

Mob 056-3409543

Email – daisythomas10@gmail.com



Objective:

Seeking a suitable position in a reputed firm with a willingness to take up the challenges and responsibilities in the path of attaining the organizational goal, alongside focusing on the scope of enhancing my personal skills and gaining maximum knowledge during my tenure to contribute to the growth of the firm.

Professional experience:

Worked as Telesales in Abu Dhabi Commercial Bank for 9 years – Cats Dubai since 2008 till date.

Worked as Insurance Executive in Oman Insurance Company PSC Dubai.

Worked as Insurance Advisor in Life Insurance Co Operation Of India.

Worked as Sales/Operational Executive in the Century International Trading LLC Dubai UAE.

Worked as Administration/Account assistant in Electrosan Trading LLC Dubai UAE.

Achievements:

Won two times CBG Star of Quarter awards (Q1 and Q3) declared bank wide.

Received several awards and promotions for consistent outstanding performance.

Successful in maintaining customer relationship and getting new business and retaining customers.

Setting new business tactics and building new relationship.

Responsibilities:

Critically analyze and review clients requirements and market situations to identify and develop new products to suite clients requirements, Closing sales and looking after sales requirements of customers, handling operations and business development at various time during the tenure, maintain customer

relationship, answering customer calls and assisting them for their requirements, filing paper works, looking into day to day needs of office.

Qualification:

B.Com graduate from Mahatma Gandhi University.

Diploma in sales and marketing.

Diploma Course in customer service.

Proficiency in MS office and Excel.

Employment Skills:

Effectively developed telephone communication skills and consistently met targets.

Developed ability to work in a fast-paces atmosphere and under pressure.

Maintained excellent customer relationship and developed customer rapport.

Diplomatically resolved customer's complaints as on need basis and had received several customer appreciation.

Ability to follow instructions well and make decisions fast with no supervision.

Maintained all record-keeping procedures with no error.

Languages Known:

Read and write English, Hindi, Malayalam.

Strength:

Optimistic

Interpretive and analytical skills

Team work

Leadership skills

Personal Details:

Name : Daisy Thomas

Mob No : 056-3409543

Gender : Female

Marital Status : Married

DOB : 02/06/1971

Nationality : Indian

