**RESUME**

**Nazira B N**  **Email** : [Naaznilufar17@gmail.com](mailto:Naaznilufar17@gmail.com)

**Phone**:

0569682812



**Career Objectives:**

Seeking for a position in an organization that lends me supportive and operative learning environment with ample chances to contribute and diversify my knowledge and offers me a good potential for future growth. Quick adaptive nature towards new technologies and to apply my potential to fulfil the needs and interest of the organization as well as my own through appropriate assignments.

**Educational Details:**

| **Qualification** | **Name of the Institute** | **University** | **Year of Passing** |
| --- | --- | --- | --- |
| BCOM | RV Tutorials | Tamilnadu open University | 2011 |
| PUC | St Annes College | Dept of Pre University Edc | 2007 |
| SSLC | Seventh Day Adventist School | Board of Sec Education | 2004 |

**Key Technical Skills:**

**Operating System**: Windows XP, Windows 7, Windows 10

**Packages**: MS Office, MS Power Point, Tally, CMS, Talisma, SAP

* Good Communication and Interpersonal Skills
* Excellent Organizational and Management Skills
* Ability to handle stress and work round the clock

**Roles & Responsibilities:**

* Checking and Maintaining Books of Accounts.
* Revenue Generation & Maintaining Cash.
* Retaining Customers & Handling a Team.
* International Booking & Reservations.
* SAP Entries maintaining & checking of stock & Administrating.
* Life Insurance sales, finding the prospect & explaining of the benefits of Life insurance & enrolling.
* Meeting the prospects & explaining them the benefits of membership & closing the deals.
* Team support & guiding the team to achieve the Target, training them about the product & motivating them.
* Checking on one to one productivity and improving the skills of the team mates to help them achieve the goal.
* Auditing assistance

**Academic & Other Achievements:**

* Certificate for completion of Computer Fundamentals & Basic concepts.
* Certificate for Completion of Tally 6.3 Conducted by HOPE Foundation.
* Certificate for Completion of Business Principles Course by Wyndham World Wide.
* Certificate for Best Performance for South & Pan India Award by Mahindra Holidays.
* Best Performance Ward for doing Insurance Sales by Maxlife Insurance.
* Participated in Cultural activities & Sports.

**Work Experience**:

| **Name of the Organization** | **Designation** | **Specialization** | **Period** |
| --- | --- | --- | --- |
| FEVORD K | Admin & Audit Assistant | Data Entry & Auditing | May 2005 -2007 |
| Mahindra Holidays | Executive | Collection & Credit Management | May 2008 -2010 |
| Max Life Insurance | Relationship Manager | Sales | Sept 2011 -2019 |
| Mahindra Holidays and Doves vacation | Executive | Collection & Credit Management | May 2019 -2023 |
| Grand Imperial | Relationship Manager | Sales | Sept 2023- Till date |

**Personal Information:**

**Full Name** : Nazira Begum Nilufar

**Husband’s Name** : Abdul Matheen

**Date of Birth** : 02/08/1987

**Sex** : Female

**Religion** : Muslim

**Nationality** : Indian

**Marital Status** : Married

**Languages Known** : English, Kannada, and Hindi & Urdu

**Hobbies** : Reading Books, Social Work, Travelling & Listening to Music

**Permanent Address** : #405 Aneeqa Tower, Al Nahda Sharjah. Dubai UAE



**Declaration:**

I hereby declare that the particulars of information mentioned in CV are accurate & are fair reflection of my ability.

**Place** : DUBAI Thanking You

**Date** : **Nazira Begum Nilufar**