

CV

HIMANI

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Location: New Delhi

Professional Summary

Motivated and result-oriented Sales Professional with strong communication skills and 1 year of experience through NAPS Apprenticeship in the finance sector. Skilled in lead generation, customer relationship management, field sales, documentation, and meeting monthly targets. Known for professionalism, confidence, and the ability to handle field visits and customer queries effectively. Seeking a growth-oriented role in the finance industry.

Core Skills

- Customer Acquisition & Lead Generation
- Field Sales
- Loan Products: Personal Loan, home loan.
- Customer Relationship Management
- Documentation & KYC
- Telecalling & Follow-ups
- Problem-solving & Communication Skills
- Teamwork & Reporting

Professional Experience

Sales Apprentice (NAPS Apprenticeship Program)

[Piramal foundation] – Finance Sector

Duration: 1 Year [11/2024 – 10/2025]

Key Responsibilities:

- Promoted finance products such as loan plans and services.
- Assisted senior sales officers in lead generation and customer follow-ups.
- Conducted household and market field visits to identify potential customers.
- Supported customers with KYC, documentation, and application processes.
- Maintained daily MIS, sales reports, and updated CRM entries.
- Educated customers about eligibility, interest rates, and repayment schedules.

Achievements:

- Completed apprenticeship with high performance rating.

- Consistently achieved 80–100% of monthly deliverables.
- Appreciated by team lead for customer handling skills.

Education

4th year pursuing BA .program

[PGDAV Collage], Delhi

Year of completing: pursuing

Certifications

- NAPS Apprenticeship Certificate – Finance/Sales
- Basic Computer Skills (MS Office)
- English speaking - FEA
- Office educative course-Light house
- Paining award-Science exhibition
- Keventers academy-Kaventers

Technical Skills

- MS Excel, Word, PPT,Google Sheets
- Mobile CRM Applications
- Email & WhatsApp Communication
- Graphic desing on Canva
- Local SEO
- Web site development
- Affiliate marketing from amazon
- Video editing
- Google ads

Strengths

- Confident & Presentable
- Good Customer Communication
- Strong Field Mobility

Personal Details

Date of Birth: [08/02/2005]

Languages: Hindi, English

Marital Status: [Single]

Declaration

I hereby declare that the above information is true to the best of my knowledge.

(himani)

[Himani]