

# Curriculum – Vitae

**PREETI JAISWAL**

M.B.A.( HR & Marketing)

117/N/17,Tulsi Nagar

Kakadev Kanpur(U.P)

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## OBJECTIVE:

Seeking a position to utilize my skills and abilities in the organization that offers security and professional growth while being resourceful ,innovative and flexible.

## PROFESSIONAL QULIFICATION:

- B.Ed from Maharshi Dayanand University,Rohtak - (2009)
- M.B.A from Sikkim ManipalUniversity - (2007)  
**Major - HR**  
**Minor - Marketing**
- Advanced course in computer & internet programming (ACCIP) from (AITC)Computer Application -(2006)
- Management development programmed in export marketing from (SISI)-(2006)

## ACADEMIC QUALFICATION:

- B.Sc.(Maths) passed from Kanpur University
- Intermediate passed from (U.P. Board)
- High School passed from (U.P.Board)

## WOKK EXPERIENCE:

- 1- Presently I am working in **Mahendras Education Pvt Ltd(MEPL) at Kanpur Branch as a Reasoning Faculty From (18- May2015 to Till Date).**
- 2- Worked in Capella Maritime Career Institute (CMCI) & New Discover Academy as a REASONING FACULTY,(Nov2012-Feb2015).

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FEB 2007-APRIL 2008	<b>ICICI Prudential</b>	Back Office Co-ordinator
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**Organization : ICICI Prudential**

**Position:** Back Office Co-ordinator

**Responsibilities:**

Worked with operations team as a back office co-ordinator.

- ✓ Catering to have the various operational areas like login of Insurance Policies and sales issues.
- ✓ To minimize the errors ensuring customer satisfaction.
- ✓ Ensuring that the verification of documents given by the customers is correct
- ✓ To maintain M.I.S. and other records of customers.

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AUG– JAN 2007	Bajaj Allianz Life Insurance Company Ltd.	Sales Executive
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**Organization:** Bajaj Allianz Life Insurance Company Ltd.

**Position** : Sales Executive

**Responsibility :**

Worked in a sales team as a Sales Executive.

“Feasibility of selling insurance through direct selling team” in sales department of Bajaj Allianz , Kanpur under the esteemed guidance of Mr. Subodh Shukla (ASM)

**EXTRA CURRICULAR ACTIVITIES:**

- Participated in various Cultural festivals at school & college levels
- Participated the job fair of the NIMACT & AITCE Institute

**PERSONAL DETAILS:**

- Father's name : Mr. R. S. Jaiswal
- Martial Status : Unmarried
- Language Known : Hindi & English

*Throughout my career , I have believed in giving my best to the task at hand and enjoying the same. I would definitely bring out the same commitment and enthusiasm in future also*

DATE:

PLACE: Kanpur

**(PREETI JAISWAL)**