



# PRIYANKA RAY

Phone: +971-582451035  
E-mail: priyankaray80@yahoo.com

## PROFILE

---

A growth-oriented and highly talented Marketing personal with a strong background in accounts, continuous process improvement, good presentation skills, good reasoning and judgment. A Team player, always willing to learn, dynamic and with high degree of adaptability, ready to take up challenges, strong work ethics and takes initiative,

I have more than 5 years of experience in this domain as well as excellent communication and leadership skill.

## EXPERIENCE

---

**MALWA KINGS  
TECHNICAL SUPPORT**  
DEC 2019 – MAR 2020

### **Accounts and Admin Manager**

- Handling payroll
- Prepare LPO
- Prepare Quotation
- Billing process
- Maintaining office needs

**INDIA FIRST LIFE  
INSURANCE  
INDIA**  
AUG 2018 - APR 2019

### **Business Development Manager**

- Handling Banca Channel for Retail Branch
- Liability Insurance& Life Insurance
- Cold calling to the customers
- Handling team, preparing MIS report weekly and monthly
- Arrange training for branch staff

**MUTHOOT FINANCE LTD,  
INDIA**  
JAN 2012- FEB 2018

### **Senior Relationship Executive**

- Maintaining and increasing sales of company's products
- Cash handling,Forex, Remittance, Ticket booking, visa prepare,Tour booking
- Reaching the targets and goals set for branch area
- Establishing, maintaining and expanding customer base
- Servicing the needs of your existing customers
- Developing sales strategies and setting targets
- Collecting customer feedback
- Reporting to senior manager
- Keeping up to date with products and competitors

## OTHER SKILLS

---

- Creative thinking and organizational skills
- Effective listening and communication skills
- Decision making and negotiating skills
- Determination and Diplomacy skills

## COMPUTER SKILLS

---

- MSOffice (Word,Excel,Powerpoint)
- Internet and operations
- Advance Tally and GST

## LANGUAGE

---

- Fluent in English, Hindi and Bengali

## EDUCATION

---

**2011**

**Master - Specialization in Geography**

V.H University – Uttar Pradesh - India

**2009**

**Bachelor of Science**

Calcutta University-India

**2006**

**West Bengal Board of Higher Secondary Education (HS)**

W.B.B.H.S.E- West Bengal-India

**2004**

**West Bengal Board of Secondary Education (SSC)**

W.B.S.E-West Bengal-India

## PERSONAL DETAILS

---

Date of Birth : **11 October 1988**

Nationality : **Indian**

Passport : **L8647191 (till 03/04/2024)**

Visa status : **Visit visa till 21 April 2020**