



Khushboo Thakker

23/10/1993

Single | Female

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#### CAREER OBJECTIVE

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly

#### PROFILE SUMMARY

- An enthusiastic postgraduate with highly motivated and leadership skills
- Expert in implementation of each step of project
- Eager to learn new technologies and methodologies
- Easily get involved with new people

#### ACADEMIC ACHIEVEMENTS

<b>MBA in Marketing</b>	2015-2017	Symbiosis Institute of Business Management
<b>BBA in Marketing</b>	2011-2014	Symbiosis Center of Management Studies
<b>Class XII</b>	2010-2011	Indian High School, Dubai
<b>Class X</b>	2008-2009	Indian High School, Dubai

#### Professional Experience

*Union Insurance*

*Currently Working*

##### Broker Relationship Support

- Process endorsements, new quotations on Portal for SME / HIMS (UIC portals)
- Keep a track of emails and communicate within the time frame
- Regularly update the database with required details of the transactions for the record
- Attend general queries through emails or phone calls
- Process monthly reconciliation
- Regularly track the requests on all portals and update the BMU sales team
- Support Direct Sales team for the uploads on portals
- Send the feedback report of missing documents to the team
- Provide quotes to BMU sales team and the brokers in case of SME or Sanad
- Escalate issues with the Underwriters and communicate effectively with the BMU sales tea

<b>Business Development Officer</b>	<ul style="list-style-type: none"> <li>Dealing with the various Services Viz Trade Finance, Corporate Finance, Vessel Financing Etc Across countries like Bangladesh, India and U.A.E</li> <li>Analysis of all the Banks and their financial stability</li> <li>Detailed analysis of the company based on Auditor Report</li> <li>Communicating New Product Development to Prospective clients.</li> <li>Developing Business plans in Coordination with Managing Partners to achieve Revenue Goals</li> <li>Connecting with all the Shareholders of Banks and NBFIs within Bangladesh</li> <li>Doing Country Analysis</li> </ul>
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**Continental Insurance**

Oct'17-Dec'17

<b>Client Service Executive</b>	<ul style="list-style-type: none"> <li>Having the market research done on the current market and the untapped market segments</li> <li>Developing Sales Proposals and having the regular follow ups</li> <li>Preparing the segment based MIS reports</li> <li>Establishing and cultivating relationships with a company's clients</li> <li>Streamlining business operations</li> </ul>
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**Union Insurance**

June'17-Sept'17

<b>Insurance Underwriting</b>	<ul style="list-style-type: none"> <li>Analyzing the various requirements from customers and helping them with the every step process</li> <li>Segment based MIS reports</li> <li>Preparing weekly reports based on the entries received for each bank</li> <li>Each step analysis of the next step of the implementation for proceeding for approvals</li> </ul>
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**INTERNSHIPS AND PROJECTS****Amura Marketing Technologies**

April'16-June'16

<b>Internship</b>	<b>Branding and marketing communication (6 weeks)</b> <ul style="list-style-type: none"> <li>Worked in the branding and content marketing team</li> <li>Blogs written and published on the main web page</li> <li>Developed a branding plan for the organization for the process of improving and creating brand awareness</li> <li>Planning and executing the SEO and SMM activities</li> <li>Designing various marketing campaigns</li> </ul>
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**Prudence Insurance**

Apr'13-May'13

<b>Internship</b>	<b>Marketing analyst (3 weeks)</b> <ul style="list-style-type: none"> <li>Worked under the Marketing head as an Intern</li> <li>Understanding the structural flow of the policies of car insurances and was a part of formation of the quotations for the customers</li> </ul>
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**Mc Donald's**

Sept'16-Oct'16

<b>Project</b>	<b>Mc Donald's (2 weeks)</b> <ul style="list-style-type: none"> <li>Data collection from various consumers at a Mc Donald's Store</li> <li>Understanding the buying pattern of the customers</li> <li>Data analysis of the responses collected</li> <li>Making the store planning decisions relating to various aspects of the store</li> </ul>
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**Syncremedies**

Oct'16-Nov'16

<b>Project</b>	<b>Syncremedies (3 weeks)</b> <ul style="list-style-type: none"> <li>Generated marketing ideas and campaigns</li> <li>Contacting customers about the events and the services</li> <li>Designed various offline and online promotional strategies</li> </ul>
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**Media Ant**

**Aug'16-Aug'16**

<b>Project</b>	<b>Media Ant (2 weeks)</b> <ul style="list-style-type: none"> <li>Creation and usage of L square which is the main site of Media ant</li> <li>Posting regularly marketing related questions and answers</li> <li>Understanding various marketing concepts</li> </ul>
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#### **SKILLS & ABILITIES**

- Ability to work under pressure while maintaining accuracy
- Ability to work as an individual as well as a group
- Self-driven
- Time management and adaptability
- Excellent verbal and written communication skills

#### **COMPUTER KNOWLEDGE**

- Proficient in working on MS office
- Internet savvy

#### **EXTRA CURRICULAR ACTIVITIES**

- Member of the Marketing Club
- Member of the Jazaa - dramatics club
- Organized various college fests
- Helped professors in conducting various research papers
- Volunteered for social activities

#### **CERTIFICATIONS**

- Course on Google Analytics,2016
- Course on Constitution of India,2011
- Course on ECLDP online training,2013

**VISA STATUS – On Fathers sponsorship**

**Having a Valid Driving License**