Reema George MARKETING EXECUTIVE



Personal Information

Address: Dubai, U.A.E

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Date of Birth: 2nd October 1989

Education

Bachelors Degree – Punjab University -2016

Excellent

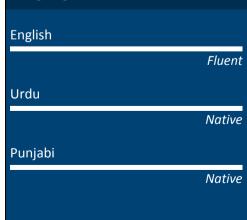
Excellent

Skills

Operating System

MS Office

Languages



MARKETING / SALES / EXPORT / HOSPITALITY

Multifaceted, enthusiastic and determined individual with professional experience of more than 9 years, seeking a position and willing to share my knowledge and to utilize my skills for the growth of an organization. Possesses the highest degree of integrity, supported by a flawless record of maintaining confidentiality. Adaptable to changing situations and flexible about working hours.

Core Competencies

- Sales
- Marketing
- Administrative
- Office Management
- Excellent Communication and Inter-Personal Skills
- Team Player
- Administrative Support
- Decision Making and Analytical Problem Solving
- Fast Learner with Positive Attitude
- Production Planning and Monitoring
- Purchasing and Logistics
- Self-motivated, eager and goal-driven professional in the field of sales & marketing in the Pakistan and UAE.
- Result-oriented and dynamic person with excellent knowledge in MS Office, MS Windows applications.
- Have good communications skills, focused and efficient.
- Professional, hardworking, team player and willing to undergo training and can work under pressure with minimal supervision of superiors.

Career Snap Shot

July 2019 to March 2020 (due to COVID-19):

Worked as Marketing Executive in Takaful Emarat Insurance, Dubai, UAE.

2014 to 2019:

Worked as **Marketing Manager** in State Life Insurance Corporation, Pakistan.

2011 to 2013:

Worked as Marketing Officer in Manno Group, Pakistan.

2009 to 2011:

Worked as **Assistant Manager** in Export Department in Zephyr Textile Limited, Pakistan.

Available to join on immediate basis

CAREER GRAPH

Marketing Executive

Takaful Emarat Insurance

Dubai, U.A.E. (Jul 2019 to Mar 2020)

Insurance Company

- Calculate premiums and establish payment method.
- Call on policyholders to deliver and explain policy, to analyze insurance program and suggest additions or changes, or to change beneficiaries.
- Confer with clients to obtain and provide information when claims are made on policy.
- Contact underwriter and submit forms to obtain binder coverage.
- Customize insurance programs to suit individual customers, often covering a variety of risks.
- Develop marketing strategies to compete with other individuals or companies.
- Ensure that policy requirements are fulfilled, including any necessary medical examinations and the completion of appropriate forms.
- Explain features, advantages and disadvantages of various policies to promote sale of insurance plans.
- Explain necessary bookkeeping requirements for customer to implement and provide group insurance program.
- Inspect property, examining its general condition, type of construction, age and other characteristics, to decide if it is a good insurance risk.
- Install bookkeeping systems and resolve system problems.
- Interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person or property to be insured and to discuss any existing coverage.
- Monitor insurance claims to ensure they are settled equitably for both the client and the insurer.
- Perform administrative tasks, such as maintaining records and handling policy renewals.
- Plan and oversee incorporation of insurance program into bookkeeping system of company.
- Seek out new clients and develop clientele by networking to find new customers and generate lists of
 prospective clients.

Marketing Manager

State Life Insurance Corporation

Insurance Company

Pakistan (2014 to 2019)

- Conduct marketing staff meetings for long and short-range marketing goals.
- Set up schedules for sales volume and assure participation of other departments.
- Work with marketing department in preparation of advertisement for magazines, journals and other media.
- Maintain balance in promotion between sales force, advertising and other forms of publicity, display and presentation.
- Develop sales budget and forecasts.
- Supervise marketing staff.
- Communicate with State Administrators in developing methods of acquiring market share and increasing retention of current book of business.
- Monitor activities of competition.
- Market competition analysis and comparison.
- Knowledge of social media marketing.
- Perform other duties as assigned.
- Travelling when required.

Marketing Executive

MANNO Group

- Handling indoor sales.
- Managing files and contracts and corresponding with clients

Assistant Manager in Export Department

Zephyr Textile Limited

- Manage all export documents.
- Record Management
- Handling Internal and external corresponding

*Supporting documents and references will be provided upon request.

Pakistan (2009 to 2011)

Pakistan (2011 to 2013)

Textile Industry

Textile Industry