

ROBERT BURKS

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999-999-9999

Objective: Looking for the best job opportunity in the field of insurance as insurance agent where I explore my talent for growth of company.

Key Skills:

- Good business management and policy development ability.
- Outstanding customer interaction skill and relationship development activity.
- In-depth knowledge of commercial line and insurance policies.
- Ability of using CRM (customer relationship module) software tool.
- Government verified licensed as insurance agent.

Experience:

2011 to Present	Bright Life Insurance Pvt Ltd Assistant Insurance Agent	Huntsville
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- Meet clients and customers at inside and outside of office also to maintain good relationship.
- Explained features, advantages and rules to clients and customers to increase the sale of policies.
- Organized events and seminars in many social activities for popularity of company and policies.
- Analyzed daily payroll reports and forms and made the required changes and submitted to seniors.
- Used new strategies and ideas to develop more customer interaction and worked on implementation of them.
- Coordinated and managed many projects, assignments and events for popularity.
- Trained and encouraged the juniors to complete the work within time schedule and according to certain procedure.

Education:

2012	central University of Huntsville Bachelor of Science in Finance	Huntsville
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References: Available upon request