**Sample Insurance Executive Resume**

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**Career Objective:**

Looking for an insurance executive position with "NextGen Insurance Group," and use my experience and skills in improving customer services and retaining customers as well as ensure business operations are going on as per the rules.

**Summary of Skills:**

* Experience of improving customer services and retaining them
* Good analytical, sales, and negotiating skills
* Excellent organizational, time-management, and computer skills
* Honest, diligent, and matured in taking business decision
* Skilled in preparing budgets and keeping tabs on company's profit and loss
* Demonstrated abilities in meeting target and deadlines

**Work Experience:**

Insurance Executive  
Wide Insurance Group, Beaver Creek, OR  
October 2015 - Present

* Researching and assisting the management on mergers and acquisitions
* Providing technical, administrative, and marketing support to the company
* Preparing budgets for business operations and ensuring compliance with rules
* Liaising with accounts, and legal departments and staying updated on the government rules and regulations
* Analyzing customer service operations and providing suggestion for improvement
* Keeping tab on profit and loss of the company and preparing reports
* Assisting in mergers and acquisitions

Insurance Associate  
Fine Insurance Group, Beaver Creek, OR  
February 2013 - September 2015

* Sold property, casualty, life, and health insurance policies to customers
* Led a team of 20 administrative and sales personnel
* Analyzed business data and maintained contacts the legal department for government rules
* Advised new policies to customers and supported them in claim processing
* Visited clients as required and maintained a customer database
* Surveyed the insurance needs of customers and prepared drafts for the company to start policies accordingly

**Education:**

* Bachelor's Degree in Business Administration  
  ABC University, Beaver Creek, OR  
  2012

**Reference:**

On request.