

RESUME

Er. AJAY NAPIT

E-mail: ajaynapitryp6@gmail.com

Contact: +91-8962484606

Bhawana Nagar, khamhardih,

Kachna road, H.no. A-4, Raipur-492001 .



Career Objective

To secure a promising position in a reputed organization that offers both challenges and good opportunities for growth.

Experiences -

Sno	Designation	Organization	Duration	Description/Roles and responsibilities
1.	Senior Ex.	Supremacy Insurance Brokers Pvt. Ltd.	Jan 2024 to currently working	<p>Promoted to old company's New Broking firm and responsible for following.</p> <p>Overall works in the company including Managing workflow, team co-ordination, provide training and manage server/system/all IT works.</p> <p>Responsible to Configure the New broker Software Sibro as per our operational need and handle it thoroughly,</p> <p>With this software manage Official admin Data like Employee, business, Payments and pay in etc. and planning for the further Implementation of the company.</p> <p>Irda reporting Also done in prescribed format and time line.</p> <p>Preparing Invoices and Dealing with insurance companies for the payments.</p> <p>Posp/Misp creation, Data validation.</p> <p>Clear queries arising from insured/insurer/ Team.</p> <p>Granting resolution of the software related Issues to the team.</p> <p>Reconciliation of business input with the grid and make record and keep also.</p>

2.	Senior Executive (Operation)	Secuure Serviices	July, 2020 to Dec 2023	<p>Have Join as a senior executive (operation) and responsible for overall working in company, Managing workflow, team co-ordination, provide training and manage server/system/all IT works.</p> <p>Implement manage strategy of working, Prepared Proper renewal sheet for renewal team, final business summary in the month end as well as outward respectively.</p> <p>Deal with all Insurance companies to clear pendency, follow up for month end Business statement and reconciliation with our broking software.</p> <p>Complete Responsibility of Broker software saiba, to manage operation procedure, Clear Issues with the help of support team on remote, Update, change etc. to be done by me. Mange cloud data for both servers and complete data backup and storage.</p> <p>Creating & Implementing smooth work flow, Help to entire team and prepare strategy.</p> <p>Keep check on every one and their working and assigned work to them.</p> <p>Prepare DSA/Dealer/ business booking concerns details in excel, prepare and maintain brokerage date sheet inward and out ward.</p> <p>Prepare payment sheet from software.</p>
3.	Executive (operation)	Sps Insurance Services	March ,2017 to Oct,2019	<p>Works as an executive come operation assistance, Deal with all insurance companies for various functioning that necessary to generate quotes in all general insurance products and make their policy, Dispatching and negotiates in behalf of insureds query along with provide policies to the insured via mail and dispatching hard copy at the residence. Handling ERP portals of various insurance companies. Maintain business records, reconciliation of Business statements as well as internal back end work.</p> <p>Deal with broking software for full control and record of business inward and outward status and also map it via different reports, clear/ resolve the pending/query/requirement.</p>
4.	Broker Qualify Person	National Insurance Academy Pune	2023	Have been qualified as BQP Certification 2023 from NIA Pune

Educational Qualification

- Bachelor of Engineering in Mechanical stream from KITE Raipur, affiliated by Chhattisgarh Swami Vivekanand Technical University Bhilai, anticipated in July 2016.
- Auto Cad and Creo PTC Design software courses 2019.
- Senior Secondary School, CGBSE, with First Division in 2012.
- Higher Secondary School, CGBSE, with First Division in 2010.
- Have Completed PGDCA in 2018.

Engineering Experience

Major Project

- Effective Design of Air Conditioning system for Educational Building (KITE, RAIPUR).

Minor Project

- Effective Design of Air Conditioning system for Educational Building (KITE, RAIPUR).

Summer Internship

Major Vocational Training

- Completed from Bhilai Steel Plant, Bhilai (C.G.),
- Built knowledge about various Manufacturing Processes and their Workshops such as Rail Mill, Rolling Mill and Refractory Material handling plant.

Minor Vocational Training

- Accomplished from Bhilai Steel Plant, Bhilai (C.G.)
- Acquire information and learnt about Steel Melting Shop, Ore handling plant and Billet and Bloom mill.

Strength

- Decision making, leadership, teamwork and acceptance of responsibility,
- Always looking for positive and also can work in unfavorable conditions,
- Good communication and presentation skills along with willingness to learn.

Activity and Honors

Participate in Terra Robo Race held in KITE, Raipur.

Computer Profile

- Sibro V
- Saiba Software
- Microsoft office [Ms Excel, Ms power point, Ms word]
- Designing Software Creo PTC.
- Auto Cad 2D and 3D.

Personal Profile

Fathers name: Mr. Udayan Napit

Declaration

I vouch that the information given by me in this Resume are true and correct to the best of my knowledge and belief.

PLACE: Raipur

AJAY NAPIT