

# ANGADI VEETIL JAMATH SREE

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Mobile: +91-8074856647



I am a Graduation completed and a well-determined person seeking for an opportunity to work with an organization that will provide a platform to utilize and enrich my technical skills and academic knowledge in the process of organization and self-growth.

## **Experience:**

Worked as a Process Executive 3 (Policy Checking) in PATRA India Company., from April 8<sup>th</sup>, 2019 to March 3<sup>rd</sup>, 2023.

## **Job Responsibilities at PATRA India company:**

- Policy received through Email, US mail and Document Retrieval, Indexing Policy named and filed per naming convention Routed to Patra.
- We used to do Policy checking, Review and policy information against agency EPIC System & other document, Complete agency specific checklist, Return checklist to AM
- Correct EPIC Client System and Delivered policy to insured.

## **Educational Background:**

Qualification	Institution	University/Board	Year of Passing
B. Tech (ECE)	Dadi Institute of Education and Technology	JNTU-K	2016
Intermediate	NRI College	Board of Intermediate	2012
SSC	Sri Krishnavani Talent School	S.S.C	2010

## **Technical Knowledge:**

- Microsoft Office
- HTML, CSS & Java Script
- C- Language

### **Key Skills:**

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| <ul style="list-style-type: none"><li>• Leadership and Teamwork.</li><li>• Adaptability to change.</li><li>• Interpersonal and Communication skills.</li></ul> | <ul style="list-style-type: none"><li>• Enthusiastic to learn new things.</li><li>• Time management.</li></ul> |
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### **Personal Information:**

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|--------------------------|---|--|
| • <b>Father name</b>     | : | Angadi Veetil Pradeep Kumar  |
| • <b>Mother name</b>     | : | Angadi Veetil Reena  |
| • <b>Date of Birth</b>   | : | 29-08-1995   |
| • <b>Marital Status</b>  | : | Single   |
| • <b>Gender</b>          | : | Male   |
| • <b>Nationality</b>     | : | Indian   |
| • <b>Languages Known</b> | : | English, Telugu & Malayalam  |
| • <b>Address</b>         | : | Ward no -10<br>House no -441A<br>Thenippalam pachyat<br>Malappuram<br>673635 |

### **Declaration:**

I hereby **declare** that the details and information furnished above are true and accurate to the best of my belief.

**Place:** Malappuram

**Date:**

**(A V Jamath Sree)**