SONAL JAMNADAS DUTT

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**Phone:** +918140723758

**Email:** [duttsonal2@gmail.com](mailto:duttsonal2@gmail.com)

Date of birth: 01/08/1990

Marital status: Married

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| **OBJECTIVE** | Back Office Executive and Administration |
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| **WORK**  **EXPERIENCE** | * LIC Of India 2013-15   + Premium Collection and Data Management * Bajaj Finances 2015-17   + Front desk Handling and servicing Department * ]Sbi life insu8arance 2017-2021   Policy Servicing and back Office Executive in Operation work  Daily MIS Report generation and prepare Report portal process practice |
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| **EDUCATION** | 2010-13  **Bachelor Degree of Commerce** |

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| **ADDITIONAL**  **SKILLS** | Microsoft Office package: Microsoft Word, Excel, Access  Database operation: Microsoft Office Access |

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| **REFERENCES** | References available on request |