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# Curriculum vitae

##### Arvind Agarwal

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**Contact no: 8290044483 (M)**

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| CAREER OBJECTIVE |
| To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective. |

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| **ACADEMIC QUALIFICATIONS** | | | | |
| **EXAM / DEGREE** | **YEAR** | **NAME OF INSTITUTE** | **UNIVERSITY / BOARD** | **PERCENTAGE** |
| **Bachelor of business administration** | 2017 | Subodh college, Jaipur | Rajasthan university | **64%** |
| **12th Board** | 2014 | My own School | C.B.S.E | **54%** |
| **10th Board** | 2011 | My own School | C.B.S.E | **6.04 C.G.P.A** |

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| **EXPERIENCE** |

* 2.6-year work experience with MetLife GOSC Jaipur as a Process Trainer and Quality auditor.
* 1 year Work experience with Genpact as Process Developer.
* Currently working in Tata consultancy services Ltd as senior process associate.

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| **Awards** | | |
| * Star Of the Month award. * Appreciation for Quality Management in the Project. * Lean board presentation winner for two quarters back to back. | | |
| ROLES AND RESPONSIBILITIES | | |
| * Subject Matter Expert, Trainer, Quality Auditor. * Responsible for processing insurance transactions as per requested by client. * Taking care of new joiners and training them according to client requirements. * Handling Escalation/rush requests emails and work closely on client requests. * As a SME, would also be looking on new trends and Improvement of process. * Responsible for work allocation, query log and daily data feed updates * Maintaining Data of Employees on M.S Office. * Trained on Reimbursement’s against claims and changes on active policy and make them reissue. | | |
| **PERSONAL PROFILE** | | |
| |  |  |  | | --- | --- | --- | | Father’s Name | : | Sh. Sitaram Agarwal | | Nationality | : | Indian | | Gender | : | Male | | Date of Birth | : | 22-Sep-1995 | | Permanent Address | : | 8-A, Kalyan Puri colony, NS. Road, Ram Nagar, Sodala (Jaipur). | | | |
| **Hobbies** | |
|  | Volleyball, Chess, listening music. |
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## Declaration:

## I hereby declare that above information is correct to the best of my knowledge and belief.

**Place**: Jaipur  **Signature:**

**Date:**