**FORWARDING LETTER -**

Date: 3 February 2022

Dear Sir / Madam,

Please find the resume attached for the position of managerial in the field of Administration, Infrastructure, Procurement, Projects and Operations. I'm particularly interested in this opening / position, which relates strongly to my nearly 10 years of experience in Banking and Insurance.

Being the best team player and ready to accept any new challenges in my domain knowledge & outperform and contribute to the growth of the organization individually & collectively.

Handled managerial positions in various companies and I believe I meet all the essential criteria for the position. A summary of my experience and key accomplishments includes the following:

* + Exhibited excellence in Human Management Skills, Administration and Infrastructure, Operations and Underwriting, procurement, Finance & Accounting, Compliances Awareness, Risk Assessment Skills, etc.
  + Bagged so many appreciations and certificates during the service.

I would like to take this opportunity to introduce myself to your organization. I am currently associate with Future Generali India Life Insurance Co Ltd and Future Generali India Insurance Co. Ltd seating at Ahmedabad Life Branch.

I am now looking to take up roles of Senior Manager/Manager – Administration, Infrastructure, Procurement, Compliance Officer and Operations in companies across Finance & Banking, and Insurance sectors. Of particular interest to me would be positions in roles like Sales and Acquisitions.

I have an urge to utilize my qualification and creative skills in an environment that is conducive to career development. I am looking forward to a job of analytical skills and logical reasoning.

My accomplishments and exposure has been detailed in the attached CV for your perusal. I hope you have an appropriate opening matching my qualification and experience and give me a chance to interact with your kind self to prove my worth.

Looking forward to a positive reply. Thanks a lot

**Thanks & Regards,**

Mr. Piyushkumar Joshi

M- 9377780505 / 9601884232

Email ID: [*piyushjoshi60@gmal.com*](mailto:piyushjoshi60@gmal.com)*,* [*piyush\_joshi60@yahoo.com*](mailto:piyush_joshi60@yahoo.com)

**Mailing and Permanent Address**

****B/502, Devdatt Residency, Chenpur Road,

New Ranip,Ahmedabad-382470

**E-mail:** [piyushjoshi60@gmail.com](mailto:piyushjoshi60@gmail.com), piyush\_joshi60@yahoo.com

**Mobile: +91 9377780505/9601884232**



**Objective:**

“Being the Best Team Player, Ready to accept New Challenges in my domain knowledge & outperform & contribute to the Growth of the Organization Individual & Collectively”



***Professional Experiance Summary***

* MBA (Finance) with more than 15 years of experience as Finance & Accounting, Banking, Operations, Customer Service, Procurement and Administration & Infrastructure and Facility management functioning in Corporate Servicing, Manufacturing, Finance, Banking & Insurance Industry.
* *Presently working as Manager- Administration, Infrastructure and Project Management for Branches of Life and General Insurance situated different part of Gujarat, Rajasthan and Madhya Pradesh in Future Generali India Life Insurance Co. Ltd.*
* I had work as Finance and Account Manager, was looking after employee reimbursement, Finance Operations procedures, preparing Fiscal Year account Schedules/Statements, Budget and Expenses, Insurance Underwriting



***Area of Exposure:-***

* Administration, Infrastructure and Project Manager
* Negotiation skills & Procurement Management
* Vendors Management
* Facilities Management
* Compliance and Audit
* Finance & Banking
* Budgeting & Forecasting
* Financial Analysis, Bank Reconciliation and other Financial Reporting
* General Ledger Posting & Expense Accounting
* Business Data Management and Analysis
* Finance and Process implementation
* Risk Management
* Life and General Insurance Underwriting, Operations, Customer Service



***Skills:-***

* ***Professional:*** Accounts & Finance and Administrative, Budget & Forecasting, Life and General Insurance Underwriting, Risk Assessment, Team management, Business Promotion, Training executives, HR Activities, Good Skill command on Excel etc.
* ***Languages:*** English, Hindi, Gujarati.
* ***Interpersonal:*** Rapid learner, Hardworking, Sound Logic, Decent Analytical Ability, and Strong Communication Skills.

***Continue…***

***Employment Summary:-***

* Worked as a Manager- Administration and Infrastructure in ***Future Generali India Life Insurance Company Limited*** from Sep’ 2015 to Currently Working
* Worked as Assistant manager- Finance and Account in ***Star Union Dai-ichi Life Insurance Co Limited*** from Jan’ 2011 to Aug’ 2015
* Worked as a Branch Service Manager- Operation & Underwriting in ***Reliance General Insurance Insurance Company Limited*** from May’ 20110 to Dec’ 2010
* Worked as an Branch Service Manager- Operations and Underwriting in ***ICICI Lombard General Insurance Company Limited*** from Jun’ 2008 to May’2010
* Worked as an Operations Executive in ***Reliance Life Insurance Company Limited*** from Oct’ 2007 to Jun’ 2008
* Worked as a Relationship Manager in **India Infoline Ltd** from April’ 2007 to Oct’2007
* Worked as a Computer Accounting in ***Prince Web Private Limited***  from April’ 2004 to April’2005



***Personal Profile:-***

* Date of Birth :- 6th July, 1984
* Gender :- Male
* Marital Status :- Married
* Language Known :- English, Hindi, Gujarati



***Experience:-***

***Current Employment Detail***

**Future Generali India Life Insurance Co Ltd *(Since 1st Sep, 2015 to till Date)***

**Office Address :** 401 & 402A, BVR EK, 4th Floor, Near Gujarat College Corner, Beside Inder Residency, Ellisbridge, Ahmedabad-380006

**Designation :** Manager- Administration & Infrastructure (Zonal Admin Manager)

**Department** : Administration & Infrastructure

**Location :** Ahmedabad

**Reporting To :** Vice President-Administration

**Territory Handing :** Gujarat, Rajasthan, Madhya Pradesh (Total Branch 30)

**Achievements:**

* I have won Vijeta award HOD Q4 Oct-21 – Dec-21 for Successfully Completion of Baroda Space Optimization
* I have won Vijeta award HOD Q3 July-21 – Sep-21 for Successfully Completion of Baroda Space Optimization
* I have won Vijeta award HOD Q2April -June21 for Supporting Employees during Covid19 Second Wave.
* I got Promoted as Manager- Administration and Infrastructure in April-2021
* I have won Vijeta award Q3 -2020 for optimization of Real Estate Cost and save the Rent portfolio of Company.
* I have won Vijeta award Q1 -2020for Successful Opening of 26 New Branches under Project Roar and save the Rent portfolio of Company.
* I have won Vijeta award Q1 -2019 for Successful delivered on exceptional and relocation of Ahmedabad and Rajkot Office.
* Idea was selected and implemented for digital training programmer and save infrastructure cost in Mar-21.

***Continue…***

**Job Responsibility:**

* Looking after Administrative activities of 35 Branches(Life and General Insurance Segment of Future Generali India of Central Zone (Gujarat, Rajasthan and Madhya Pradesh)
* Vendor Selection & Payment
* Budgeting & Monitoring
* Infrastructure & Facilities Planning, Property Acquisition
* Standardization of Infrastructure & Facilities
* Optimum Utilization of Infrastructure & Facilities
* Drive process excellence by supporting in standardization of vendors and processes by driving the synergies across the BO’s and Spoke Location
* Event management at BO/ Zonal offices
* Suggest strategic initiatives for innovation, process excellence and system improvement for the Admin function
* Up keeping of office, making arrangement for travel/meeting/training/recruitment etc.
* Office hygiene & Maintenance activities
* Take care of all legal requirements of Labour Inspection & IRDA Audit & External Account Audit Requirement etc.
* Display of all required Annexure in all offices of Central Zone
* Keep Tracking of Renewal of S & E Certificate, AMCs Contracts of all offices of Central Zone



**Previous Employment Detail**

**Star Union Dai-Ichi Life Insurance Co Ltd*(1st Jan, 2011 to 31st Aug, 2015)(56 Month)***

**Office Address :** 305, Shail’s Mall, B/h Girish Cold Drinks Off C.G.Road, Ahmedabad-380009

**Designation :** Assistant Manager – Finance and Account

**Department** : Finance, Admin and Operations

**Location :** Ahmedabad (Regional Office)

**Reporting To :** Regional Head & HO Accounts Department

**Territory Handling :** Gujarat, Rajasthan and Madhya Pradesh (Central Zone)

**Achievements :**

* I was the 1st Person who Won ***“Star Sigma – I made a Difference Award”*** for the month of **Oct-2014** not only from Ahmedabad RO but also among all RO Accountants.
* 2nd Time awarded ***“Star Sigma – I made a Difference Award”***for 360° work expertise and efficiency on 17th Jan, 2015 in Banca Convention Event.
* Have presented an innovative Dashboard which help to motivate and encourage the Sales team. Moreover the Dashboard of Branch activation helped to achieve **100% Branch Activation in month of Nov-2013** during UBI 95th Sthapna Diwas Contest.
* Have Played a lead role in PAN India contest of “Connect with VConnect”, Due to which the RO and BO where among the best offices PAN India.
* Got Promoted as Asst. Manager in Jun-2014.

**Job Responsibility:**

**Finance & Account Activities (Accounting Software: Sun Accounting System)**

* Expense Accounting - Employee Reimbursement Payable Accounts, Operating Expense Account etc. of Gujarat and Rajasthan State
* Creditor Control Accounts
* Implement and formalize accounting policies and recurring procedures
* Budget Monitoring process Implementation
* Bank Reconciliation of Accounts
* Review and approve all disbursements
* Petty Cash Control Accounts
* Fixed Asset Verification
* Statutory and Procedural Compliance
* Keeping and maintenance of Financial Records
* Monthly/Quarterly/Yearly financial closing and MIS
* Expense Provisioning
* Statutory, Internal & External Audit Preparation
* Premium Refunds & Payouts
* Commission Earned Reports to Channel partners
* IRDA Agent Fee Receivable Account
* Contest Payment and Reconciliation
* Assignment(Project) Management
* Participated in preparation of Admin policy
* Daily New Business Collection Reports
* Interact extensively with internal and external auditors to coordinate interim, year-end, financing audits.Sales MIS to Regional /Branch Office and Bank Officials

**Administrative Activities**

* Vendor Selection & Payment
* Administrative activities of various branches of Gujarat Region
* Up keeping of office, making arrangement for travel/meeting/training/recruitment, maintenance of attendance register, leave records and other records relating to HR Muster Payroll
* Office hygiene & Maintenance activities
* Take care of all legal requirements of Labour Inspection & IRDA Audit & External Account Audit Requirement etc.
* Display of all required Annexures in all offices of Gujarat Region.
* Keep Tracking of Renewal of S & E Certificate, AMCs Contracts of all offices of Gujarat Region.



**Reliance General Insurance Co Ltd *(25-May-2010 to 30-Dec-2010) (7 Months)***

**Office Address :** Reliance House, 4th Floor, Opp. HDFC Bank, Mithakhali, Ahmedabad-38009

**Designation :** Branch Service Manager

**Department :** Operation and Underwritting

**Location :** Ahmedabad (Area Office)

**Reporting To :** Regional Operation Manager

**Territory Handing** : Ahmedabad

**Achievements:**

* Won Sodexo Coupons of Rs.3000/- to won ***“Best Branch Service Manger”*** Contest in India. Even my Team has also won the Sodexo copons.

***Continue…***

**Job Responsibility:**

* Banking and Administrative activities of Branch
* Basic Underwriting of Motor Products, Health, Personal Accident, Mediclaim, Home, Travel and Corporate Product like Marine and Cargo.
* Coordinating with Underwriting Team further deviation Approvals
* Handling Customer Support
* Agents Grievances
* Giving training of Operations Activities to Trainees
* Leading team of 5 Trainee.
* Maintaining TAT for different Activities of Operations
* Making and Publishing different Reports of Operations
* Handing Manual Covernotes.



**ICICI Lombard Gen. Ins. Co Ltd. *(9-June - 2008 to 25-May-2010) (23 Moths)***

**Office Address :** Zodiac Square, 3rd Floor, Office Nos. 7- 9, Opp. Gurudwara,

Bodakdev S.G. Road Ahmedabad - 380 054

**Designation :** Branch Service Manager

**Department :** Operation and Underwriting

**Location :** Ahmedabad Regional Office

**Reporting To :** Regional Manager Operation

**Territory Handling:** Ahmedabad, Gandhinagar and Sabarkantha District

**Achievements:**

* My one of the Ideas of ***Printing cost saving*** has been accepted and implemented in “Idea Munch”
* I got a Trophy for ***“Best Branch Service Manger”*** in Gujarat in November-08
* I got a Medal for ***“Customer Service Delight”*** in November 2008.
* Achieved consecutively two times 1st position among all Branch Service Manager in Gujarat in Branch Service Score Card in June09 (93%) and July09 (98.58%)
* Has been selected for Managing 5 locations of Gujarat
* Got qualified in Underwriting Team among all Branch Service Manager

**Job Responsibility:**

* Heading ***“Agent Service Desk of Regional Office”***
* Overall Branches Administrative activities
* Managing Ahmedabad, Gandhinagar, Palanpur, Kalol and Himatnagar Locations with team of 5 operation executive
* Looking Operation & Underwriting Activity of Motor, Health, Home, Travel etc.
* Handling Customer Support
* Manual Covernote Reconciliation and Issuance of Policy
* Providing underwriting Training to my team as well as Agents and Sales Staff
* Processing Agent Recruitment Documents
* Leading team of 5 trainees.
* Maintaining TAT for different Activities of Operations
* Banking and Finance of Branch
* Audit Requirements



***Continue…***

**Reliance Life Insurance Co. Ltd *(03-Oct - 2007 to 06-June- 2008) (8 Months)***

**Office Address :** 204, Dev Arcade, Opp Big Bazaar, Near Fun Republic, S G Highway, Ahmedabad, Gujarat-380015

**Designation :** Operation Executive

**Department :** Operations and Underwriting

**Location :** Viramgam Branch

**Reporting To :** Branch Service Manager

**Job Description :**

* Finance and Administration
* Petty Cash Management
* Vendor Claim(Payment)Advisor Management System
* Checking of Advisor Recruitment Form
* Exam Schedule of Advisor
* Maintain of Advisor MIS
* Assistant for Advisor Code Generation
* New Business Underwriting, form scrutiny and Policy Generation
* Policy Servicing
* Claim Procedure



**India Infoline Ltd. *(April -2007 to Sep -2007) (6 Months)***

**Designation :** Relationship Manager

**Department** : Sales and Marketing

**Office Address** : Waghawadi Road, Bhavnagar-364001

**Location :** Bhavnagar

**Reporting To** : Branch Manager

**Job Description :**

* Sales and Acquisition of Demat Accounts opening and share market trading
* Brokerage Generation via Equity an Commodity Trading
* Third Party Product selling i.e. Insurance and Mutual Fund



**Prince Web Pvt. Ltd. *(April -2004 to April -2005) (12 Months)***

**Work Place Address :** 5 City Centre, Kalanala, Bhavnagar-364001

**Designation :** Computer Assistant Accountant

**Department :** Account

**Location :** Bhavnagar

**Job Description :**

* Computer Accounting
* Administration Work
* MIS Maintenance
* Tele calling



***Continue…***

***Academic Dimension:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Board/ University** | **Passing Year** | **Percentage/ CGPA** | **Specialized Subject** |
| **Licentiate** | Insurance Institute of India | Jan-2011 | PASS | General Insurance |
| **MBA** | ICFAI University | May- 2007 | 6.33 CGPA | Finance & Marketing |
| **B.B.A** | Bhavnagar University | April-2004 | 55.25% | Finance |
| **HSC** | GHSEB, Gandhinagar | Apr/May-2001 | 68.33% | Commerce |
| **S.S.C.** | GSEB, Gandhinagar | March-1999 | 68.71% | General |



**Technical Skills:-**

|  |  |
| --- | --- |
| ***Basic Operating System*** | DOS, Windows-98/2000/2003, XP 2003, Windows 7/8/10 |
| ***Office Package*** | MS Office 2010/2012 (Excel, Word, Power Point Presentation, Access, Publisher, Outlook) Good Commands in Excel Formulas |
| ***Accounting Software*** | Sun System, Tally 9.0 and Winz billing software |
| ***Others*** | Corel Draw, Page Maker, Photo Shop |

***Extra-Curricular:-***

* Achieved 1st Position in YOGA competition in 2000
* Paper Presentation and Business Fair during MBA in 2006
* Achieved 2nd Position in the exam of “Gujarat Mathematics Education society” in June-1997
* Taken participation in Summer Cricket Coaching Camp by UICC in 2003.
* During MBA Summer Internship, I have taken 4 month Training of “Accounting System” in DTDC Courier and Cargo Pvt. Ltd, Ahmedabad Regional office” during MBA Summer Internship.



***Declaration:-***

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Location: Ahmedabad**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mr. Piyushkumar P Joshi**

*Thank you.*