**Curriculum vitae**

** Ankit Rao**

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To work for a professional organization which offers challenging opportunities, an excellent cooperative working environment to utilize my professional and technical knowledge, enabling me to improve my abilities, develop my functionality, and improve the organization plans and work procedures

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| **Education** |

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| **Examination** | **Year** | **Board** | **%Marks/CGPA** |
| BBM\_(Bachelors of Business Management) | 2011 | Rajasthan Vidyapeeth,  University,Udaipur, Rajasthan | 68.80% |
| 12th\_(Sr. Secondary) | 2008 | C.B.S.E | 54% |
| 10th\_(Secondary) | 2006 | N.I.O.S | 47% |

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| **Work Experience & Role & Responsibility** |

**Presently working as a freelancer Data entry operator and a teacher March 2020 to Present**

1. Provide home tuition to students from class 06th to 10th (all subjects)
2. Working with different companies as a freelancer data entry operator
3. Assigned to work with online portal i.e. **O guru and Up work**
4. Assigned to prepare source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.

* Assigned to records data by operating data entry equipment; coding information; resolving processing problems. Assigned to accomplish department and organization mission by completing related results as needed.

Working with **“Fastrack Global Ventures**”, Dwarka, Delhi as an **“Admin Executive ” it’s an Export Import Firm, Exports all kind of Handicraft items to Europe and USA July 2016 – March 2020**

* Assigned to follow office workflow procedures to ensure maximum efficiency.
* Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
* Direct and coordinate organization's financial and budget activities to fund operations, maximize investments and increase efficiency.
* Assigned to monitor office expenditures and handle all office contracts (rent, service etc.).
* MIS preparation and submission of a report on a daily basis.
* Coordinating with Vendor and taking deliveries &Managing Dispatch
* Responsible for Sending Quotations, Keeping Records and Making Phone Calls for payments, Processing Orders and Independently Draft and send/reply email
* Assigned to prepare Export related documents &Tracking the Shipments
* Maintain flies and records with effective filing system, handing company’s insurance policies and sending emails for quotations & Coordinating.
* Handling queries regarding invoices, polices, goods returns etc.
* Maintains the Petty Cash float

Worked with **“United Health Group”** as a “**Claim Associate” (Admin)**

**About the company: - UHG is US based & Forbes 6th largest company of world. UHG deals in Health insurance of The USA**  **June-2015-June2016**

* Assigned to handle operation of Claims of Health insurance at different level and completely backend profile
* Assigned to manage work on different software of UHG related to Health insurance.
* Assigned to process health insurance claim files of USA and worked for **Optum.**
* Assigned to make **data entry of all claims and review the claims**.
* Assigned to analyse all health claims and make regular data entry of the claims.
* Assigned to work for US process and keep regular update of US health care.
* Worked on different software’s of UHG and Optum designed for Health claims
* Various administrative duties as assigned by the Call Centre Manager.
* Complete special projects as needed.
* Fill in for Account Managers as needed.
* Perform other job related responsibilities and functions as directed by Management

Worked with **“Fastrack Global Ventures**”, Dwarka, Delhi as an **“Office Coordinator” it’s an Export Import firm, exports all kind of handicraft items to Europe and US Dec 2012 – Jan 2015**

* Assigned to follow office workflow procedures to ensure maximum efficiency.
* Assigned maintain files and records with effective filing systems & Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.).
* Assigned to greet and assist visitors when they arrive at the office.
* Assigned to monitor office expenditures and handle all office contracts (rent, service etc.).
* Assigned perform basic bookkeeping activities and update the accounting system.
* Determine future office requirements in coordination with Director of Administration & maintain petty cash of the firm.
* Maintains the Petty Cash float
* Assigned to create healthy coordination between director and staff. Responsible for Sending Quotations, Keeping Records and Making Phone Calls for payments, Processing Orders and Independently Draft and send/reply email

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| **Internships & Trainings with JCB India Ltd** |

**Marketing Intern**, **JCB India Ltd. Faridabad June 2010**

Learned & analysed marketing strategies of JCB India and Branding and advertisement methods of JCB India and analysed

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| **Academic Projects** |

**Market Research on Sony Electronics products, May2009**  
Learned about marketing Strategies of Sony products, with the review of customers & Retailers

Collect data by customer’s feedback about the quality of Sony electronic product.

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| **Computer Skills** |

* **Operating Systems**:-Windows 2000, XP, Vista & Window7
* **Word Processing**:-Microsoft office 2007 & basic excel Skills (**English typing @ 35-40 WPM)**
* **Presentation**:- Microsoft PowerPoint

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| **Achievements** |

* Participated in Business Quiz & won Second prize
* Participated in a Environmental Quiz & got Third position
* Secured 2nd rank in 5th semester in BBM

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| **Extra-curricular Activities** |

* Attended a Management work shop at UCCMS, Udaipur

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| **Personal Details** |

* **Father’s name: -** Rao Harpal Singh (Retired Govt. Employee)
* **Mother’s name:-** Savita Rao
* **Date of Birth: -** 27-Feb -1988
* **Marital Status: -** Unmarried
* **Language Known** :- English , Hindi
* **Hobbies** :- Playing Cricket, Listening to Music

Place: –Delhi Ankit Rao