

Tanu Bhagat

PROFESSIONAL SUMMARY

Detail-oriented MIS Executive with experience in insurance operations, skilled in data management, report generation, and process optimization. Proficient in MS Excel, and insurance software tools. Strong analytical abilities with a focus on accuracy, compliance, and timely reporting to support decision-making and operational efficiency.

Phone:
9311810153

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EDUCATION

2020

10th Passed from HS DrBC bord in Bhiwani

2022

12th Passed from HS DrBC bord in Bhiwani

Appearing

Graduation

SKILLS

Time-management skills
Exceptional communication skills
Ability to work independently and as part of a team
Detail-oriented and able to handle multiple tasks simultaneously

LANGUAGE

Speak , understand and write - Hindi
Understand and write - English

TECHNICAL SKILLS

MS Excel
MS Word
Basic Computer Skills
MIS Management
Business Analytics Updation

EXPERIENCE

1 year experience in Tele sales with Pawan Kumar associate CA sector - 7 Gurugram
1 year experience in customer support executive management with cheekee in Gurugram
1 year experience in Capital Cure Insurance in accounts department as a MIS buisness Updation executive.