

CURRICULUM VITAE

ANURADHA M. SURJUSE

**Sr. No. 70/2/15, Ganesh Nagar ,Near Sonali Photo Studio,
Navi Sangavi, Pune,Maharashtra-411027**

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OBJECTIVE

To attain professional excellence and contribute productively towards the growth of the firm.

TECHNICAL SKILLS

Programming languages: : JAVA 1.7 ,PL/SQL, C, C++, PHP

Web Technologies: JSP , Servlets ,HTML ,JavaScript ,JQuery ,Ajax ,JDBC with Oracle & My SQL

Database: MySQL Database, Oracle Database.

Java IDE: NetBeans 8.0.2, Eclipse Kepler.

Web Server: Apache Tomcat

Known Frameworks: Spring 3, Hibernate 4

PROFESSIONAL EXPERIENCE

KNOWMAX SOFTWARE PVT. LTD. Opp. MS Service Center, Gandhi Nagar, Nagpur

Work Experience:

- **06 months** of experience in PHP Technologies.
- PHP development skills using HTML,CSS,JAVASCRIPT,AJAX,JSON.
- Good working knowledge on Application development and maintenance life cycle process.

Project: Real Estate Management System

Duration: January 2015 to June 2015.

Organization: KnowMax Software Pvt. Ltd., Nagpur.

Role: PHP Technical Lead

Description:

The main purpose of the project is to integrate distinct modules of the Real Estate Management system into consistent manner so that complex functions can be handled smoothly by any technical or non-technical persons.

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Responsibilities:

- Requirement analysis and technical documents.
- Planning, organizing and attention to detail of client requirement.
- Prepared WBS and discussion and meeting with clients on the requirement.
- Provide direction and support to project team.
- Adaptability and multi-tasking; experience working in a fast moving environment.
- Ability to detect project risks and build contingency plans.
- Prepared Unit Test cases and Integration test cases.
- Code development in Core PHP, Ajax, JSON,JSP,HTML5, CSS3, JQuery, JS.
- Unit and integration testing

Solution Environment:

WAMP Application Server, Notepad, Notepad++, Dreamweaver, Bootstrap, Wordpress.

EMPLOYER PROFILE

Working in **ICICI PRUDENTIAL LIFE INSURANCE CO. LTD** as a **Customer Service Executive**

Work Experience:

- **3 years** of experience in ICICI PRUDENTIAL LIFE INSURANCE CO. LTD. As a Financial Service Executive. **From 9/1//2017 to 10/6/2018 and as a Customer Service Executive. From 11/6//2018 to 20/02/2020**
- Proficient in handling quality customer service and maintaining relationship with various groups.
- Business generation and achieving the monthly sales.
- Identify opportunities to develop business, prepare sales approaches and strategies.
- Managing portfolio of customers and providing them with the best investment solutions like insurance.
- Compiling the MIS and sending the reports to SM and ASM.
- Closing leads for the branch for LIs.
- Preparation of various periodic MIS reports as per organization requirements.
- Good knowledge of life insurance products.
- Handling policies of customer also login policies of customer.
- Good knowledge of Microsoft word , Excel ,PowerPoint .
- Good communication skill , working knowledge of log in process on Application.
- Providing Services to the customer like Updating the Customer KYC in the Policy, Providing details of the policy to the customer, Full Surrender and Partial surrender of the Policy.
- Explaining the Policy Features and fund performance to the customer.
- Providing good service to the customer
- Generating new business for the Company from Service to Sales.

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- Collecting Renewals of the Policy by Calling on Data and convinced them to pay the Premium of Policy.
- Log a call in the System.
- Resolved all the Assignment and send reports to the Reporting Manager.
- Collecting cheque from the customer and Receipting cheque in the System ,Generating Premium Paying Certificate.
- Taking Feedback from the Customer for better performance in our Services.
- At the end of the Day Doing EOD, After the EOD is tally send mails to the Reporting Manager and Senior Staff.

Training

- Certification in Enterprise Java
- Certification in ASP .net with C#

EDUCATION DETAILS

COURSE	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
MCA	Amravati University	2015	69.88%
BCA	Amravati University	2012	72.41%
H.S.C.	Maharashtra State Board	2009	53.83%
S.S.C.	Maharashtra State Board	2007	67.23%

Hobbies

- Creativity.

Strengths

- Fast learner , good listener, hard worker, co-operative.

EXTRA CURRICULAR ACTIVITY

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- Participated in Encipher event in national level techfest Prajawalan-14.
- Worked as a member of Pratibha techno-upheaval in state level event organized by Vidyabharti Mahavidyalaya.
- Participated in examination held by Agrwal Institute of management college in AIM'S (chalisgaon)2012.

ACHIEVEMENT/CERTIFICATION

- I got first price on Teachers Day.
- Girls representative in BCA- II,III year.

PERSONAL PROFILE

Date of Birth : Sep 10, 1991.
Father's Name : Mr. Motiram Ganpatrao Surjuse.
Mother's Name : Mrs. Sarita Motiram Surjuse.
Marital Status : Married .
Gender : Female.
Nationality : Indian.
Permanent Address : Sr. No. 70/2/15, Ganesh Nagar ,Near Sonali Photo Studio,
 Navi Sangavi, Pune,Maharashtra
Mobile No : 9561888441.

DECLARATION

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I hereby declare that all the information supplied above is true to the best to my knowledge.

Date:

Place: Pune

Anuradha M. Surjuse

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