

Harika Bojja

+91 900 017 3895 | bojjaharika33@gmail.com | Chakradharnagar Colony, Kukatpally, 500072

Date

Recipient Name -

Title

Company

Hyderabad

Dear Sir,

This is the cover letter of your resume.

Basically write a brief about yourself, your experience and your professional achievements/ strengths.

The last paragraph should explain why you are the perfect match for the job applied and also do ask for a favorable time for the interview

Sincerely,

Harika Bojja

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Executive

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Career Objective

Aspiring a suitable position in a progressive organization that gives me an opportunity to explore myself and contribute to the development of the organization.

Academic Qualification

| | |
|---|-------------------|
| B. Tech, CSC, Nimra College of Science & Technology (2009 - 2013) | First Class - 60% |
| Intermediate, MPC, Nalanda Junior College (2007 - 2009) | First Div - 63% |
| SSC, Srikakatiya High School, (Year) | First Div - 60% |

Professional Expertise

Kansas Overseas Careers

Immigration Consultant

Nov 23rd 2016 - Till Date

Responsibilities

- Attending in-bound calls and providing detailed process of immigration to Australia and Canada
- Understanding the credentials of each client and proposing him the process of obtaining 'PR'.
- Once convinced process the evaluation form of the client. The same is then forwarded to the respective country's process team for report generation.
- After receiving a positive response from the process team, update the client and request him to provide documents for further process of migration.

Zentora Overseas Careers

Visa Specialist

Dec 2015 - Nov 20th 2016

Responsibilities

- Attending in-bound calls and providing detailed process of immigration to Australia and Canada
- Understanding the credentials of each client and proposing him the process of obtaining 'PR'.
- Once convinced process the evaluation form of the client. The same is then forwarded to the respective country's process team for report generation.
- After receiving a positive response from the process team, update the client and request him to provide documents for further process of migration.

ICICI Lombard Insurance

Customer Relationship Manager

Oct 15th 2014 - Oct 30th 2015

Responsibilities

1. Maintaining track for the Dealers and customers.
2. Updating of complaints in ICICI configured software which are received through mails.

3. Giving Training to new jonniees regarding work Process.
4. Handling Dealer calls and mails, solving their queries regarding Issuance.
5. Maintaining Quality reports for the process requirement.
6. Arranging Data for Premium Quotation and arranging according to requirement
7. We will pitch add on cover personal

Key Area: E-CHANNEL (TWO WHEELER) -Operations

TATA Business Support Services Ltd.

Customer Care Executive

Oct 7th 2013 - Oct 13th 2014

System Known: Genesis Configurator (GC),SEIBEL.

Key Area: AUTO INSURANCE VERTICAL (TMI ,FORD)-Operations

Responsibilities

1. Complete Underwriting Process Issuing the Policy.
2. Maintaining track for the Dealers.
3. Updating of complaints in seibel which are received through mails.
4. Giving Training to new jonniees regarding work Process.
5. Handling Dealer calls and mails, solving their queries regarding Issuance of
6. Policy or GC.
7. Sending mails to insurance companies for quick settlement of claims.
8. Maintaining Quality reports for the process requirement.

Arranging Data for Premium Quotation and arranging according to requirement

Personal Profile

Date of Birth - 4th June 1992

Father's Name - B. Chiranjeevi

Languages Known - English, Telugu, Hindi

Passport No - K9173899

Reference - Name Praveen; Designation- HR; Organization- Kansas Overseas Career ; Contact No9985930951

Declaration

I hereby declare that the above furnished details are true and fair to the best of my knowledge.

Signed

Harika B