

## CURRICULAM VITAE

### AJEET PANIGRAHI

Room No. 7, Shree Krishna Chawl,  
Satyanagar, Sakinaka, Mumbai – 72.

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#### Summary:

I am a certified yoga trainer with 2.5 years of experience, I have a deep passion for helping students achieve their physical and mental wellness goals through the practice of yoga. I completed my Diploma in Yoga from the Premanand Yoga Institute, where I gained expertise in developing customized curriculum tailored to the unique needs and medical concerns of my students. During my tenure as a yoga trainer, I have successfully monitored and instructed students during training sessions, while demonstrating techniques and providing motivation to develop skills.

#### Work Experience:

**Company Name** : Chakra Project  
**Period** : February, 2023 To Currently working  
**Designation** : **Group Yoga Trainer/ Instructor**

##### Job Responsibilities:-

- Leading group classes and demonstrated how to carry out various exercises and routines.
- Watched clients do exercises and show or tell them correct techniques to minimize injury and improve fitness.
- Gave alternative exercises during workouts or classes for different levels of fitness and skill.
- Monitored clients progress and adapt programs as needed.

**Personal Yoga Trainer/ Instructor** : March, 2021 To Currently Working

- Demonstrated how to carry out various exercises and routines.
- Watched clients do exercises and show or tell them correct techniques to minimize injury and improve fitness.
- Gave alternative exercises during workouts or classes for different levels of fitness and skill.
- Monitored clients progress and adapt programs as needed.
- Gave clients information or resources about nutrition, weight control and lifestyle issues.

**Company Name** : Beacon Trusteeship Limited  
**Period** : March, 2021 To September, 2021  
**Designation** : Associate Operations

##### Job Responsibilities:-

- Checking all the documents and making transactions with different banks.
- Handling mails and communicating with all the clients.
- Preparing clients agreements for investments.
- Keeping the MIS update.

**Company Name** : Landmark Insurance Brokers Pvt Ltd  
**Period** : August, 2018 To June, 2020  
**Designation** : Backoffice Executive (Motor Insurance Department)

##### Job Responsibilities:-

- Checking all documents and cheques are proper or not given by sales team for policy creation.
- Checking IDV, NCB and discounts as per all insurance company norms and as per last year policy.
- Calculating policy premiums and signing all quotations as my responsibility.
- Coordinating with sales team if their any query and issue cheque, documents and quotation.
- Handling mails.
- Doing data entry in ERP and sending it to policy creation team and insurance companies.

- Coordinating with insurance companies for urgent policies and discounts and documentations approval.
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**Company Name** : Dolphin Auto Wheels Pvt Ltd  
**Period** : February, 2017 To August, 2018  
**Designation** : Backoffice Executive (Motor Insurance Department)

**Job Responsibilities:-**

- Checking all insurance policies, documents, cheques created by motor showrooms.
- Doing data entry in ERP and creating policies.
- Calculating two wheeler policy premiums in company software, excel and calculator.
- Doing payment dispatch and documents forwarding to insurance companies.
- Creating payment pending reports of clients and sending to sales team.
- Coordinating with sales team for any quarry related clients payment pending and documentation.

**Education:**

- Maharashtra State Board | Mumbai, Maharashtra  
SSC | 2013
- Completed Diploma in Yoga

**Language:**

English, Hindi, Oriya

**Skills:**

Good communication skill, knowledge of human anatomy and weight training, preparing workout schedules as per client body requirement.

**Computer Knowledge:**

- Basic Computer Knowledge
- Good Typing Speed In English
- Good Knowledge Of Microsoft Word & Excel

Date :

Place : Mumbai

(signature)

Ajeet Panigrahi