

Santosh Sahu

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Objective

To be a part of organization where management recognizes and rewards loyalty, honesty, hard work & ambition of an employee by providing growth opportunities and necessary Infrastructure that could contribute to the success of the company.

Work Experience

Company : ICICI BANK Ltd (3I Infotech BPO (India) Pvt. Ltd.) (Corporate Office)
Dept : Third Party Products (Life Insurance & General Insurance)
Duration : Since April 2014 to till date.
Position : Junior Associate

Job Description:

- 1) Preparing of Life Insurance & General Insurance IRDA (Insurance Regulatory and Development Authority) Master files daily.
- 2) Preparing of Life Insurance & General Insurance IRDA NOC files daily.
- 3) Checking documents of the Application form of specified person.
- 4) Checking documents of NOC request, IRDA certificate cancellation.
- 5) Sending IRDA SP (Lincense of Life Insurance agents) certificates to employees.

Company : I2PRO Pvt. Ltd
Dept : Back Office
Duration : Feb 2012 to Mar 2014.
Position : Data Entry Operator

Job Description:

- 1) D1,D2 Data entry & QC Checking.

2) Entry of ICICI Bank trading account form. (3I Infotech Software).

Company : Pawan Traders (Odisha)
Dept : Store Keeper & Warehousing.
Duration : Aug 2008 to Jan 2012.
Position : Store Keeper

Job Description:

- 1) Receiving & Inspecting all incoming materials, reconciliation with purchase order.
- 2) Checking of Balance book with actual stock.
- 3) Maintaining warehouse in a neat & orderly manner.

Academic Qualification

- **B.A.** from Berhampur University, Odisha with Second Class.
- **H.S.C.** from Bhubaneshwar Board (Odisha) with Second Class.
- **S.S.C.** from Bhubaneshwar Board (Odisha) with Second Class

Computer Proficiency

- **PGDCA** from Berhampur, Odisha.
- Ms-Office, Tally, Destop Publishing (DTP).

Personal Details

Date of Birth: 03rd Mar'1981.

Languages Known: English, Hindi, Orrya.

Hobbies: Swimming & Travelling.

Strength: Hard Working, Positive Attitude, Target Oriented.

I hereby declare that, the above given information is correct to the best of my knowledge and belief.

Place : Mumbai

Yours Sincerely,

Santosh Sahu.