

CURRICULUM VITAE

SUNITA SURENDRA PADHI

PERMANENT ADDRESS:

**A-24 ,Astavinayak Welfare Soc.,
Near Reshma store,90ft Road,
Satyanagar, sakinaka,kurla(w)
Mumbai:400072**

Email Address: padhi.sunita10@gmail.com

📞 Mobile No: 8108005286

CARRIER OBJECTIVE:

To seek a management track position in a progressive organization that would effectively utilize my prior experience & personal abilities in achieving the corporate & personal goals.

Profile & experience:

I have total **2 years** experience in **HDFC ERGO General Insurance Co. Ltd.,** As a “Telecaller”.

EDUCATIONAL QUALIFICATION:

DEGREE	FROM	YEAR & %
S.S.C	MAHARASHTRA BOARD	2008-82.46%
H.S.C	MAHARASHTRA BOARD	2010-72%
<u>B.COM</u>	MUMBAI UNIVERSITY	2013-80%
M.COM-I	MUMBAI UNIVERSITY	2018-61%
M.COM-II	MUMBAI UNIVERSITY	2019-Appeared

COMPUTER KNOWLEDGE:

- Basic Knowledge:(Ms-Excel,Word,Power point,Internet)
- Advance Excel Knowledge.
- Tally ERP 9.0 :

WORK EXPERIENCE:

I have been worked with **HDFC ERGO General Insurance Co. Ltd.,**As a “Telecaller” of renewal (RBG) department.

❖ Job Responsibility:

- Day to Day Co-ordinate with Customer.
- Day to Day Data entry Work.

- Customer & Sales Manager coordination via email & phone calls.
- Everyday convenience to the customer for making payment.
- Everyday making Appointment & update in Excel & send mail to the sales manager.
- Attach the Insurance Policy Copy in Mail & send to the Customer.
- Calculate the Quotation.

PERSONAL DETAILS:

Name : Sunita Surendra Padhi

Date of Birth : 10th may 1993

Nationality : Indian

Marital Status : Single

Language Known :English,Hindi,Marathi & Oriya.

Religion :Hindu

Gender :Female

Hobbies :Listening Music & Watching Movie

DECLARATION

I hereby declare that the above information is true & correct to the best of my knowledge & belief.

Place:Mumbai

Date:

Yours Truly,
(SUNITA SURENDRA PADHI)

