

CURRICULAM VITAE

Harsh Vardhan

B-634, Surya Colony, Sehatpur Ext.,
Faridabad - 121003

Cell no: +91 8285137211, 8700591776

Email: harshvharry@gmail.com

Objective: To produce excellence through my abilities and innovative ideas with continuous learning and experience. To apply knowledge, gain experience and keep myself updated proactively about the latest development and contribute effectively to drive my Organization towards its objectives.

ACADEMICS QUALIFICATION:

- BBA(distance learning) from Amity University
- Senior Secondary Education from H.B.S.E.
- Higher Secondary Education from H.B.S.E.

PERSONALITY TRAITS:

Reliable, Result oriented with a positive outlook, clear focus on high quality and performance target, natural forward planner, business requirement like Optimistic ,Intellectual, Honest, Creative, Hardworking, Key Team planner, faithful and have the utmost desire to excel in performance.

Work Experience:

➤ Sanskar Enterprises, Okhla, Delhi

Computer-Operator

December /2017 - Current working

- Sale-Purchase bills data entry in excel sheet on daily basis.
- Manage all data in excel sheet by individual company details on monthly basis.

➤ **Health Insurance TPA of India Ltd, Noida, UP**

Associate-Enrollment

June/2016 - November/2017

- Provide past policies data to claims department through mail for claim processing.
- Work on bulk policy data on excel and upload it on company software.
- Coordinate with Marketing department & Insurance Company for any query or issue, related to policy data and take updates hourly.

➤ **Eli Research India Pvt Ltd, Faridabad, Haryana**

Intern

August/2014 - June/2016

- Capturing and email appending of profiles of colleges & universities across USA.
- Format all the data in excel sheet give to our team leader at the end of the day.

Computer Skills:

- Microsoft Office, Internet and Good typing speed.

PERSONNEL DETAILS:

- Father's name : Mr. Mahipal Singh
- Date of Birth : 26th November 1992
- Language Proficiency : English & Hindi
- Nationality : Indian
- Marital Status : Single

DECLARATION:

I hereby certify & declare that all the statement made in the resume is true, complete and correct to the best of my knowledge and belief. I prefer working in congenial environment with firm belief on honesty, dedication and integrity as only means to success and strive for perfection as a motto.

Date:

Place:

(HARSH VARDHAN)