



**Amit Sangwan**

**Email:** amitsangwan8795.as@gmail.com

**Tel:** +91-9802004331, 8708492325



## CAREER OBJECTIVE

- To work in a professional and challenging environment where I am able to utilize my skill and also provide an opportunity to learn where in my qualification and my qualities will be assets.

## EDUCATION

Qualification	Institute/Organization	Board/University	Year
MBA (Finance & Marketing)	Ganga. Instt of Technology & Management	MDU Rohtak	2015-17
Bachelor of Art	Govt. College Bahadurgarh	MDU Rohtak	2012-15
XII	Vidya Niketan Sr Sec School	HBSE Bhiwani	2012
X	Modern Sr Sec School	CBSE	2010

- Certification from Google 'The Fundamental of Digital Marketing.'

## OTHER QUALIFICATION

- Diploma in Library & Information Science from MDU Rohtak.
- Pursuing Master of Library & Information Science from IGNOU Delhi.
- Certification in Tally ERP 9.0.

## WORK EXPERIENCE

- Working with IFFCO-Tokio General Insurance Co. Ltd. as Claim Assistant since Apr 19, 2019
  - Claim intimating & proceedings.
  - Collection and Scrutiny of Documents.
  - Claim Bill Preparation.
  - Maintaining claim records.
  - Coordinating and following up with the surveyors deputed in various claims.
  - Verification of the claim intimated against the policy coverage and premium paid by the insured.

## HOBBIES & INTEREST

- Music
- Health and Fitness
- Badminton
- Tracking

- Travelling new places
- Swimming

PERSONAL DETAILS	
------------------	--

- Father's Name : Sh. Raghubir Singh
- Date of Birth : 08.07.1994
- Nationality : Indian
- Religion : Hindu
- Marital Status : Unmarried
- Languages Known : Hindi & English

I here by declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

**DATE:**

**AMIT SANGWAN**