

Respected Sir,

The enclosed resume outlines my qualifications and experience convince the party good service to corporate and individual. A qualified professional having command over and also can able to troubleshoot effectively. I am loyal & clearly dedicated individual who has an ambition to succeed in any given environment. I love to learn, and am always up to a challenge whenever the situation arises I get along well with others, while also working efficiently on my own. I am seeking a position where I can develop and excel while giving my best to an employer.

Kindly my qualification may be taken into account for the current requirement that demand my requirement.

Thanking you, Date:

Place: Odisha BBSR

(Rajeeb Kumar Nayak)



Rajeeb Kumar Nayak

E-mail address-nayak.rajeeb@gmail.com

Heritage Health TPA PVT LTD

Bhubaneswar, Odisha

Contact- 9937945489

CARRER OBJECTIVE:

- To obtain a challenging entry-level position where I can use my skill to make a smooth carrier transition with growth opportunity.
- Seeking position in computer oriented job. Where experience and training will contribute and add value.

ACADEMIC QUALIFICATION:

- Graduation in Arts with Political Science **Hon's** from Utkal University. 2003-2006.
- Intermediate in Arts C.H.S.E. Odisha India 2000-2003.
- Matriculation in B.S.E Govt High School Aul. Odisha, India 1999-2000.

PROFESSIONAL QUALIFICATION:

- Postgraduate diploma in computer application (**PGDCA**) from LCC InfoTech Ltd.
- Perusing **MBA** from **USBM(United school of Business Management College)FM University.**

STRENGTH:

- Self Motivated, qualified professionally with vast experience in data entry
- Self-confident
- Sincere

WORK EXPERIENCE:

Organization Details

February 2017 as on working as an **Executive Gokul Refoils & Solvent L TD Kolkata.**

Key work in SAP

- Contract Booking of Consumer Pack
- MIS Preparing of Contract Booked & Forwarding to Audit Dept. on Daily Basis.
- D.O. Preparing for Haldia Plant of the Respective Distributors & Depot
- In-Transit follow -up of all Depot (CP)
- Billing of all Depots for Consumer Division
- Distributor Claim Processing - Transit Leakage/ Damage / Shortage/ Rate Def.
- Co-Ordinating with Factory Logistics for D.O. Purpose
- Daily Sales Report (Contract Booking) Collection from Sales Team & forwarding to Concern Person
- Daily Pending Report Preparing & Forwarding to concern Person & Depot.
- Daily Lifting Report Distributors Wise.
- D.O. Pending Report Preparing Daily Basis

May 6th 2013 to 2016 July 25th working agthia Group, Al Ain Food & Beverages PJSC. Asist Store Keeper (Abu Dhabi Dubai UAE)

- Receiving and inspects all incoming materials and reconciles with purchase orders.
- Maintenance stocks materials according to prescribed inventory system.
- Maintains warehouse record trickily and carefully.
- Retain the LPO order wise.
- 20 nos vehicles for making invoice pick list. (in NAVIGATION software)
- Handles and documents storage and transportation of hazardous materials
- Delivers and sets up furniture for various campus events as requested.
- Trains and directs the work of student assistants.
- Ships canceled and damaged items back to vendors as appropriate.
- May serve as a lead worker to other classified staff in the area.

August 2006 to April 30th 2013 April 30th LIC Agent as a Divisional Branch office.Cuttack Pattamundai

- Achieved Eagle award for being the top advisor in the team.
- First person in the internship to reach the target selling the products & collect the premium in proper time.

- Dealt directly with customers in internship face to face to solve their problems and been applauded by all.
- Good knowledge of various insurance schemes and other products & smoothly trickle understand customer and his hesitation.
- Developing the monthly, quarterly and yearly reports for top management – based on the reports from team.

November 2007 to April 30th 2013 As an Sr Claim Executive Organization Details Heritage Health TPA PVT LTD, Bhubaneswar, odisha, india.

Product Profile

Key result areas

- Prepare presentation quotation show in corporate vender& client.
- Direct business and distribution of company literature to stimulate client interest and sales leads.
- Analyses an information quickly gain commitment from different corporate, vender in order to benefit our organization.
- Familiar with a variety of software including Word Perfect Office, Microsoft Office and Excel.
- All grievances short out by Excel word emails from customers Insurance Company and corporate.
- Every day entry large numbers of policy & Claim's from **Oriental insurance's, New India insurance's, National Insurance's, United India Insurances Companies.**
- Handling request, complain and queries of customer received via calls and emails.
- Customers service quires by emails/calls and consistently monitor emails customer feedback and satisfaction.
- Building strong relationship with all the General Insurance Company.
- Bank reconcile of **NIA, OIC NIC and UIIC** Company.
- Process monthly expense reports reflecting supporting documents and budget core indexes.
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PERSONAL DETAILS:

Name	:	Rajeeb Kumar Nayak
Father's Name	:	Mr Digambar Nayak
Date of Birth	:	17th April 1983
Sex	:	Male
Religion	:	Hindu
Marital Status	:	Married
Nationality	:	Indian