

*C/o: K.K Sinha
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SANTOSH KUMAR SINGH

Career Objective:

*I wish to accept a challenging career, which would give me an opportunity to grow an individual as well as my organization with my knowledge, skill & ability
Contributes to the success of my organization.*

Working Experience:

December 2014 to till date I am working as senior associate in EXL SERVICE PVT.LTD NOIDA.

Responsibilities: Currently I am working in Insurance process, Property and casualty (P&C) Endorsement and customer renewal support (CRS) Team.my work is as per customer request any change, add or delete on policy as like name address coverage all over things. Updated customer credit score and giving discount to customer in premium. As per customer request giving quotation to customer how can get discount in premium on policy renewal time.

October 2012 to December 2014 I am working as associate (Backend profile) in EXL SERVICE PVT.LTD Gurgaon.

Responsibilities: Issuing bill to the customer, handle the customer complaints, Replying customers mail & queries, grooming the new customers and Brief the team about new update of process. All works perform Base on SAP application.

Technical Qualification:

1. Advance Diploma in Computer Application from **V-TECH Computer Education**, Kankarbagh Patna in year 2007.
3. Computerizes Financial Accounting (CFA) from **Jain Mission Institute of Technology** Ara in year 2009.

Technical knowledge and skills:

Operating system : windows XP (home & professional), windows 2000, 2007, 2010, windows Seven, vista, windows 2003 server, Linux.

Application skill : MS word, MS excel, power point, MS access, programming in C, visual basic, PageMaker, Photoshop, Tally.

Internet : surfing internet, searching site, chatting etc.

Academic Qualification:

- I have completed Bachelor of Computer Application (BCA) in year 2011 Maharaja College, **Veer Kunwar Singh University Ara, Bihar.**
- I have completed intermediate in year 2005.
- I have completed matriculation in year 2003.

Personal details:

S/o Gupteshwar Singh

Vill. -

Barewan P.O.-

Malawar Distt.

-Rohtash PIN-

821113

Date of Birth : 25 Jan. 1988.

Marital status : Unmarried

Religious : Hindu

Nationality : Indian

Language known : English,

Hindi

Strength : I am hard worker and always thinking positive attitude
I do any work on self
confidence. Ability to work
under pressure.

Weakness : If I take any work I want to done it shortly.
I don't like to work with lazy

person. Hobbies : To listening old type of
songs.

Playing cricket.

Place:

Date.....

Santosh Kumar Singh