

RESUME

Present Address

Keshav Nagar
Mundhwa.
Pune, Maharashtra
Pin- 411036
Contact No.91230 81155 // 98369 27811
e-mail : karticknaskar79@gmail.com

KARTICK NASKAR

Experience Concise :

Working with Poonawalla Fincorp Ltd (Formerly known as Magma Fincorp Ltd) from Sep'2014 till dated (as Assistant Manager) :-

- Daily Proposals Funding & UTR details Sharing to insurance co.
- Funding proposals QC & sending to Ins co. for issuance the policy.
- Discrepancy resolve & Floating ICN follow up
- Location query resolve to making the proposal at branch end.
- Policy Details Cross Checking after policy issuance and upload in system.
- Maintaining 24 hours TAT for policy issuance.
- Manual Cover-note Issuance & recon.
- CD Reconciliation
- Renewal biz monthly vetting file preparation.
- Renewal DBR Upload.

Worked With Reliance General Insurance Co. Ltd. (As Branch Service Manager) from 2008 to till 2014 :-

- QC checking & Issuance of all types of Motor policies
- QC checking & Issuance all type of Non-motor Policies (Retail)
- Passing all Additional Refund & Deletion Endorsement.
- Pay-in-slip generation (Cash & Banking)
- Co-ordination with Under Writers.
- Co-ordination with sales team,
- Co- ordination with admin and infrastructure
- Take care customer servicing
- Maintaining 24 hours TAT for policy issuance
- Maintaining documentum after policy issuance
- Cover-note recon.

Extra curricular activities :-

Diploma in Computer Application from BBC Institution .

- Good knowledge of MS Office – Exel, Word, Power-point, outlook express (including MIS maintaining, V-lookup, Mail merge, Pivot etc.)

Education –Academic

- B. Com general three years from Calcutta University in 2001.
- Higher Secondary Examination from West Bengal Council of Higher Secondary Examination in 1998.
- Madhaymik Examination from West Bengal Board of Secondary Examination in 1996.

Personal Details :-

Father's Name	:	Ramdev Naskar
Sex	:	Male
Date of Birth	:	5 th March, 1980
Language Known	:	Bengali , Hindi & English.
Nationality	:	Indian.
Religion	:	Hindu.
Marital Status	:	Married.
Personal Interest	:	listening to music
Personal Profile	:	I am dedicated & determined towards my work.

Dated: _____.

(Kartick Naskar)