**Curriculum-Vitae**

RAKESH RANJAN

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***CAREER OBJECTIVE***:

* *Securing opportunities by using my best possible skill and knowledge which helps organization to its Growth as well as mine.*

**EDUCATIONAL CREDENTIALS:**

* **PGDBA**(FINANCE) From Symbiosis center for distance learning college in 2010.
* ***B.COM*** (**1ST** Class) in ***Account’s (Hons)*** from Gossner.

College under Ranchi University (Ranchi) in **2004.**

* **I**ntermediate (**2**nd class) from J.I.E.C. (Ranchi) in **2001**.
* **M**atriculation (**2**nd class) from B.S.E.B.Patna in **1999**.

**PROFESSIONAL SYNOPSIS**

***Experience in Office Administration, Operations, Customer Service, Accountant cum cashier,sales in different Sector***.

**CAREER HIGHLIGHTS:**

**1) Working in Rainbow multi state co-operative society Ltd as a data entry operator cum accountant in operation since Dec 2012 till dated.**

***Job Profile*.**

* Performing daily operational works which is related to cash and policy making
* Take daily updates of advisor business and cash and commissions etc.
* Making Mis and report to BM .
* Tracking all cheques and cash which is deposited to bank daily basis.
* Doing self sales business also convince walking customer for investment etc
* Maintain monthly data base of cash and cheques.
* Maintain accounts of branch also.

***2) From January 2007 till November 2012 with ICICI LOMBARD GIC LTD as a associate of branch manager*.**

***Job Profile.***

* Performing daily operational works, solving advisors and customer queries related to the Insurance product. Maintaining the daily MIS and generating reports. Working on documentation and issue of Policy.
* Take daily update from sales team.
* QC (quality checking) of all files which is comes for policy issuance.
* Make daily tracker (Know the status of insurance files) and mail to regional head.
* Checking status of checks which is going for clearing.

***3) Working with******ICICI******PRU Life******Insurance,*** fromSep 2006 to Dec 2007 as a **cashier** cum data operator.

**Job profile.**

* Cash handling from all new business and renewal policies in IPRU.
* Initial scrutiny of the advisor recruitment forms and data entry in the agency management system.
* Sending report to Branch head by mail.
* Providing resolution to customer complains in IPRU.
* Manage records of cash Accounts.
* Deal with customer on behalf of advisor

1. **Working with Horizon InfoTech as a data operator** from June 2005 to Aug 2006.

**Other Qualification**- *Diploma In computer Application*. With internet knowledge.

**PERSONAL SKILL:**

* Comprehensive problem solving abilities and hard worker and punctual.

**PERSONAL PROFILE:**

* Father’s name: Mithilesh kumar Jha.
* D.O.B : 15th January 1985.
* Sex : Male
* Category : UR
* Marital status : Single.

***EXTRA CURRICULAR ACTIVITY*:**

Playing, reading different types of newspapers and watching news channels.

**PLACE**……………………

**DATE** …………………… *Signature*

***(RAKESH RANJAN)***

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