Puneet Bhardwaj

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**CAREER OBJECTIVES**

* To realize the Mission of the organization in a team and to consciously work towards its achievement.
* A platform that will put forth a challenging and fast track work environment where my talents and experience can benefit the clients, employer and myself.

**PROGRAMMING SKILLS**

* **Software : Microsoft Office,Sql**
* **Operating System : Window 2000 Server, XP,7**

**EXPERIENCE**

* **Seven Month experienced in Ebix software Asia SEZ Pvt. Ltd as CCE in (backend) from (13th Nov 2013 to 20th June 2014.)**
* **Project handling in back office Ebix software Asia SEZ Pvt. Ltd**

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| --- | --- |
| Project Name | Confirmnet USA(www.trackcertsnow.com) |
| Role | Data Analyst(Validation) |
| Environment | .GUI |

**Description:**

**Trackcertsnow is the most feature rich s/w available today for tracking and managing certificates of insurance (COI). And it’s accessible to you real time via the web, 24 hours in a day. s/w available today that provides complete validation of every cert of insurance by which your business receives good response from partners ,suppliers, vendors, tenants and more.**

**Role –**

* + - **Involved in validation of certificates according to its requirements which is defined by the clients.**
    - **Mailing the entry of certificates to my upper management**

**ACADEMIC CREDENTIALS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Discipline** | **YEAR** | **UNIVERSITY/ Institute** |
| GNIIT | MIS | FEB 2012 | NIIT |
| B.A. | B.A Programme | FEB 2011 | Delhi University |
| Ramjas School No.1 | SSC | March 2007 | C.B.S.E. |

**PERSONAL SYNOPSIS**

* Date of Birth : 26thApril 1990.
* Father’s Name : Mr. Sanjeev Bhardwaj.
* Gender : Male.
* Nationality : Indian.
* Languages Known : English & Hindi.
* Hobbies : Cricket,Tennis.

**DECLARATION**

I hereby declare that all the information furnished above is best to my knowledge and belief.

**Date:**

**Place: ( PUNEET )**