***Curriculum Vitae***

***Suresh Kumar***

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*Super Fine Drycleaners, Street No. 12,*

*Kapashera New Delhi. Pin: - 110037*

I intend to build a career with a leading corporate of hi-teach environment with committed and dedicated people, which will help me to explore myself fully and realize my potential.

***Computer Skills:-***

* Microsoft Excel: With V Lookup, H Lookup, Pivot Table & Formulas.
* Operating Systems: Window 10, Window 7, Windows 98, 2000, XP & Vista,
* Others: Internet, E-Mail, File Uploading/Downloading & Outlook.

***Work Experience:-***

* 4 Months experience from **Bharti Infratel Ltd.** on behalf of Corporate Domain as an **Data Entry Executive (Account Executive)**.
* 1 years’ experience from **Apollo Munich Insurance** on behalf of Teamlease as an **executive** in Bancaassurance (Canara Bank Loan)
* 1 year and 3 Months experience form Home **Credit India Finance** as **Data Entry** **Operator** in Back office operation.

***Job Profile:***

*Roll and Responsibility at Bhharti Infratel Ltd.*

* Data Entry of all claims in Software and Ms Excel.
* Data Records keeping and filling
* Collect claims from Circle team and report to insurer.
* Time to Time Follow-up with Circle team for claim related documents.
* Preparing claim documents and submitted to surveyor.
* Reconciliation with Asset request Vs insurance master.
* Coordinate with Circle, Surveyors & insurance Co. and resolve the claim related queries and providing them end to end solution.
* Follow- up with insurance for payment.
* Reconcile the claims payment details Vs Insurance Master and monthly claim settlement details submitted to FA Team for Asset Retirement.
* Preparing daily & Monthly wise MIS.

*Roll and Responsibility at Apollo Munich Insurance*

* Maintain records of all applicants.
* Compile all the data shared by sales team in the standard excel format and keep it updated.
* Update pipeline sheet and application status by Discrepancies, remittances, and required documents.
* Send Data to printing team.
* Handle sales team queries about Application and status on mail.
* Create back up files for all the data.
* Records keeping and filling
* Maintain remittance file.
* Handling queries and complaints relating of short & excess.
* Preparing the MIS on daily basis.

***Skills set:***

* Highly motivated to work hard.
* A quick learner.
* Positive attitude.
* Team player.

***Professional Qualification:-***

* B.A. Passed from Dr. B R Ambedkar University Agra 2013.
* 12th Passed from U.P. Board Allahabad in 2010.
* 10th passed from U.P. Board Allahabad in 2006.

***Personal Details:***

Father’s Name : Shree Rama Shankar

Date of Birth : 03-Feb-1992

Gender : Male

Marital Status : Married

Nationality : Indian

Permanent Add. : Village & Post Jarar, Tehsil Bah, Dist. Agra (U.P)

Languages Known : Hindi, English.

***DECLARATION*:-**

The information given above is correct and true to the best of my knowledge and belief.

Date:-

Place: - **Suresh Kumar**