

HARISH KUMAR

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OBJECTIVE

Hard-working and organized, skilled in MS Office and Office Management. Seeking to do the best of my knowledge and experience for the company.

EXPERIENCE

- Riskbirbal Insurance Brokers Pvt. Ltd. (Janakpuri)** 12/09/2022 - Continue
Executive Underwriting
 - Preparing Request for Quote (RFQ) as per Information received from client
 - Float RFQ to different Insurance Companies and arrange quotations
 - Negotiate for Rates and Coverages
 - Preparing Comparison Sheet/Quotations
 - Keep track of Renewal and Rollover Businesses in MIS
 - Policy Booking and arrange Endorsements
 - Maintain Declarations for Marine Policies
 - Generate Quotations from different Insurance Portals
 - Data Correction
 - Workmen Compensation Policy, Marine Policies, Erection All Risk Policy, Contractor All Risk Policy, Contractor's Plant and Machinery Policy, Public Liability Policy.
- Nexgen Metaliks (Bahadurgarh)** 01/09/2021 - 12/08/2022
MIS Executive cum Production Supervisor
 - Data Entry Operation
 - Creating Reports
 - Purchase Audit
 - Production Process & Quality Check
 - Manage day to day operations
- Odicea Distribution Technologies Pvt. Ltd. (Gurugram)** 12/07/2019 - 31/08/2021
MIS Executive cum Warehouse Executive
 - Billing Process
 - Inward & Outward Process
 - Quality Check
 - Ensure Delivery
 - Create Daily Reports

EDUCATION

- SHRI GURU NANAK DEV KHALSA COLLEGE (DU)** 2015
BA
62%
- CENTRAL BOARD OF SECONDARY EDUCATION DELHI** 2012
12th
72%
- CENTRAL BOARD OF SECONDARY EDUCATION DELHI** 2010
10th
62%
- INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (IEIT), DELHI** 2017
Basic Computer (MS Office & Internet)
80%
- NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT), DELHI** 2017
CCC(Course on Computer Concepts)
64%

SKILLS

- MS Office (Excel, Word & Power Point)
- Internet & Email
- Good Typing Skills
- Leadership
- Public Speaking

STRENGTHS

- Punctual, Hard Working, Honest, Quick Learner and Creative

LANGUAGE

- English & Hindi

INTERESTS

- Yoga, Music and Cooking