



MANISH KUMAR

My Contact

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📍 H. No. 1156 1st Floor, Gali No. 35,
DDA Flats, Madangir, South Delhi,
New Delhi 110062

Hard Skill

Certificate in "MS Office" from IRA Institute.

- MS Word
- MS Excel
- MS Powerpoint

Certificate in "Digital Marketing" from DIGITAL AZADI Institute.

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- B.A. (Pass) Course
From Delhi University in 2005.
- Intermediate from C.B.S.E.
From Sarvodaya Vidyalaya, Delhi in 2000.
- High School from C.B.S.E.
From Sarvodaya Vidyalaya, Delhi in 1998.

Career Objective

To use my experience and skills for the development of organization and myself and also to establish myself as the best worker in growth and Prosperity.

Professional Experience

Zoomcar India Pvt. Ltd. | Senior Executive Insurance

Feb. 2015 – Sept. 2022

Key responsibility

- Handling Insurance claims for Partial loss, Total loss, and Theft cases of vehicles.
- Process new insurance claims intimation of the vehicles.
- Collect accurate information and documents to proceed with a claim.
- Analyses a claim made to establish whether it satisfies the policy conditions.
- Monitor the progress of a claim.
- Ensure fair settlement of a valid claim.
- Handle any complaints associated with a claim.
- Manage all administration aspects of the claim.
- Meeting with the officials of the concerned insurance companies for smooth claim settlement.

Indian Terrain | Sales Executive

May 2008 – Dec. 2014

Key responsibility

- Responsible for brands, giving the entire brand wise target to all the sections.
- Responsible for generating the sales and achieving sales target.

Rushak Marketing (DSA) | Sales Executive

Oct. 2005 – Apr. 2008

Key responsibility

- Selling of banking product to clients. Products might include credit cards (Coral, Platinum & Silver etc.).
- Prospecting and identifying new leads and pitching to the clients.
- Responsible for Generating Sales & Achieving Sales Target.

Personal Details

<i>Date of Birth</i>	<i>27th Dec. 1981</i>
<i>Languages Known</i>	<i>Hindi & English</i>
<i>Marital Status</i>	<i>Married</i>
<i>Nationality</i>	<i>Indian</i>
<i>Hobbies</i>	<i>Reading Religious Books</i>

I consent to the processing of my personal data for the purpose of recruitment for the position to which I am applying.

(Manish Kumar)