

CURRICULUM VITAE

SHRIDHAR MUKUND

Address: F54/B, F-Block, Pandav Nagar, Mayur Vihar, Phase 1, New Delhi

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CAREER OBJECTIVE: -

To grow knowledge in my forte along with learning new techniques to become a successful professional which enable me to achieve optimum results.

EDUCATIONAL QUALIFICATION: -

- Passed 10th from B.S.E.B, Patna 1994.
- Passed 12th from B.I.E.C, Patna 1998.
- Passed B.A from B.N. Mandal University, Madhepura (Bihar) in 2005.
- Post Graduate Diploma in Rural Development from MGAHV, Wardha 2013.

PROFESSIONAL QUALIFICATION: -

- Diploma in computer application from Indian Center for Computer Science & Technology at Sonipat (Haryana) in the year 2012.
- Certificate of participation from Tata Infotech Education in the year 2001.
- Knowledge of MS-Word, Excel, Vlookup, Formatting, Mail drafting.

Organization: IFFCO-TOKIO General Insurance Company Ltd.

Kirti Nagar, New Delhi (INDIA)

(On Randstad payroll)

Duration : July 2014 to till date.

Position : Executive Operation- Motor & Non -Motor

KEY PERFORMANCE AREAS: -

- Fresh and renewal policy, endorsement Creation of motor and non-motor products .
- Checking of documents, Approval, Rates, Discount Authority as per underwriting guidelines.
- Co- ordination with branch Underwriters and RO Underwriters through mail.
- Maintaining exception register and follow-up on daily wise work through mail.
- Quality check of documents and updating the same in the system.
- Maintaining daily MIS on pending & completed cases. Policy printing and servicing.

- Getting the endorsements done with proper maintenance of records on the system.
- Maintain strong company product and service knowledge to better assist customers.

SKILLS:

- Policy & Policies Procedure.
- Computer proficiency.
- Client Retention and Customers Service.
- Documentation and Reporting.
- Time management.

PERSONAL DETAILS: -

Name : Shridhar Mukund
Father's Name : Awadhesh Pathak
Date of birth : 21/11/1979
Gender : Male
Marital status : Married
Language : Hindi & English
Nationality : Indian

DECLARATION: -

I hereby declared that all the statements made above are true to the best of my knowledge.

Date: - Place: -