**CURRICULUM VITAE**

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**Narendra**

**Email:** narendra.225814@2freemail.com

**I have been working for 6 years**

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| Current Organization HistoryApex Strategic Consulting Pvt. Ltd Roorkee-Hardwar, Uttrakhand- India **Position----------- Sr. Operation Executive (Admin)**Salary--------------**20000 INR CTC** Per monthExperience------ 22 March 2010 to till date**Job Function:**1. **Marketing/Tele:-**
* Coupon Entry
* Coupon view page
* Venue search broking entry
* Report---OPS performance
1. **Business:-**
* LI—Fresh/Renewal
* GI—Motor/Health/Others
* Report---Status Report
* Incentive Tracking
1. **Operation:-**
* Report---Pending & Login awaited report
* LI---Renewal
1. **HR Online:-**
* Online Certification---Admin/User
* KRA
* Online Letter
* Floating Desg. Tracking
1. **Tools:-**
* User setting---Change Password
* Mobile venue approval
* Floating request approval
* Policy Bond acknowledgement
1. **Accounts:-**
* Conveyance Entry
* Online Voucher----Voucher Entry/Voucher Report
* Coordinate with clients for necessary documents.
* Handling the processing of Life Insurance Policies, Client creation and Policy creations
* Daily and Monthly generation of MIS reports, analyzing the cases in Excel Sheet.
* Making in Excel report for the all policies created.
* Responsible for ensuring end-to-end processing of account opening forms
* Daily Maintaining MIS which includes total Logins (Salary Account).
* Documenting the same for official purpose.
* Maintaining monthly active A/C list for salary transfer of corporate.
* Solving the Problems related to Documentation.
* Office maintenance and administration works.
* Approaching Clients for business development.
* Updating the clients regarding the status of renewal premium from time to time
* Preparing daily, weekly and monthly consignment statements and provide the same through e-mail to the clients/HR/OPS Head.
* Coordinating with all branch offices located in different states.
* Ensure proper coordination with the clients.
* Keeping track of the sales and customer complaints.
* Data upload in Wealthmaker/Operating Zimbra E-mail
* Online Test Wealthmaker
* HRMS Bajaj Capital /Payroll ESS/Exide.com/Sprint
* Maintain and manage computer processing logs and documents.
* Generates reports, store completed work in design locations and perform backup operations
* Record information such as computer operating time, problems that occurred, and actions taken.
* Maintain a detailed understanding of the job processing requirements and data flow for all applications systems.
* Operate spreadsheet programs and other types of software to load and manipulate data and to produce reports.
* Maintain daily production report, dispatch report.
* Sort-out all the basic troubleshooting regarding network and hardware
* Maintain measurement information system (**MIS**) report for project meeting

**First Previous Organization History**Pulse India Spices & Grain Processing LLC Ajman-Dubai-U.A.E**Position----------- Production/Operation Executive (Admin)**Functional Area--- **Administration**Salary-------------- **2500 AED** Per monthExperience-------- 17 April 2015 to 09 September 2015 **Job Function:*** Maintain HACCP (Hazard analysis critical control point) system report on computer.
* Maintain and manage computer processing logs and documents and assisting in the maintenance of all run and procedures manuals for computer operations.
* Record information such as computer operating time, problems that occurred, and actions taken.
* Maintain a detailed understanding of the job processing requirements and data flow for all applications systems.
* Operate spreadsheet programs and other types of software to load and manipulate data and to produce reports.
* Maintain daily production report, dispatch report.
* Sort-out all the basic troubleshooting regarding network and hardware
* Maintain measurement information system (**MIS**) report.
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| **Technical Education History**3 years Diploma in Information Technology Years of passing---2009Board name-------- Punjab State board of Technical Education Chandigarh |
| **Non-Technical Education History**High School in science streamYear of passing-----2003Board name---------Uttarkhand Education Board |
| **Skills:*** Working with team work, create working environment and the knowledge satisfactorily performance on the job as communication skills, business telephoning etiquette, clerical and customer service skills, presentation of facts, records etc.
* Be knowledge of MS Office all version
* Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
* Management of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work

**Knowledge:*** Production and Processing - Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
* Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
* Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
* Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
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| **Language:*** English
* Hindi
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Place – Deoband, India Candidate Sign

 Narendra