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| **Mobile :**  +91-9159082383  **Email :**  [**jerinselvaraj@gmail.com**](mailto:jerinselvaraj@gmail.com)  **Address :**  14-50, Kollakudi Vilai,  Kurumathoor,  Kuzhithurai PO  Kk District, TN  **Strengths :**   * Leadership * Planning and Organizing * Discipline * Good Communication skills * Have good level of understanding * People Management * Data Entry Skills * Data Processing Skills * Adaptability   **Languages Known :**   * English * Tamil * Malayalam   **Personal Profile :**  **Date of Birth:** 10th June 1991  **Father :** Selvaraj T  **Gender :** Male  **Religion** : Christian  **Nationality :** Indian  **Marital Status:** Single  **Hobby:**  Music, Movies, Surfing the Internet. | |  | | --- | | **JERIN S** |   **OBJECTIVE**  To work for an organization which provides stimulating and challenging work environment to learn and grow. I look forward to join and contribute to an organization that offers me the opportunities to leverage upon my experience and skills and allows me to learn and contribute towards the business objectives of the organization.  **WORK EXPERIENCE**  Working in Aviva Life insurance Co Ltd as **Operations Sr.Executive** based on Kerala from 16/06/2014 to Till date.  **Duties and responsibilities**   * Branch Operations manager * Premium acceptance, handling and deposition. * Ensuring smooth processing at branch level by distributing load with in Team. * Walk-in register maintenance. * IT Calls and Bugs Requirement. * Daily premium balancing and verification. * Online Payments. * Support the clients to provide various guidelines and support. * Policy servicing * New business login * Office Admin   **EDUCATIONAL QUALIFICATION:**  **MCA (2011-2014)**   * Completed MCA from NMCC Marthandam, Tamil Nadu, India in 2014 * Percentage : 79%   **BSc Computer Science (2008-2011)**   * Completed BSc Computer Science from NMCC Marthandam, Tamil Nadu, India in 2011 * Percentage : 62%   **HSC (2006-2008)**   * Completed HSC from AMHSS Mauthancode, Taminadu in 2008 * Percentage : 56%   **COMPUTER SKILLS**   |  | | --- | | * Microsoft Excel * Microsoft Word * Microsoft Access * Microsoft PowerPoint * Microsoft Outlook Express |   **DECLARATION**  I hereby declare that the information furnished above is true to the best of my knowledge.  **Place**: Marthandam **JERIN S**  **Date** : 16-09-2020 |