



# CURRICULAM VITAE

AMIT KUMAR VERMA

Mob. : +91-9973638521, 8210132009

E-mail : [kamitverma720@gmail.com](mailto:kamitverma720@gmail.com)

[amit.verm02@bajajallianz.co.in](mailto:amit.verm02@bajajallianz.co.in)

## **Career Objective:**

To pursue my carrier in an organization in the challenging field of Technology and to play a key role in a team, which is not only passionate about technology but also enable me to strive towards the overall development of the organization.

## **Professional Qualification:**

COURSES	UNIVERSITY	COLLEGE	PERCENTAGE (%)	YEAR OF PASSING
B. Com (Accounts Honours)	Ranchi University, Ranchi	Doranda College, Ranchi	56.38%	2013

## **Academic Qualification:**

COURSES	UNIVERSITY	SCHOOL/COLLEGE	PERCENTAGE (%)	YEAR OF PASSING
Intermediate	Jharkhand Academic Council	Doranda College, Ranchi	53.40%	2010
High School	Central Board of Secondary Education	Kendriya Vidyalaya Hinoo, Ranchi	61.00%	2008

## **Technical Skills:**

Office Suites            MS-Word, MS-Excel, MS-Powerpoint  
Packages Known        DCA, Quark etc.  
Typing                    English & Hindi

## **Area of Interest:**

- News editing.
- Page designing.
- E-Tendering works (Extra knowledge other than official works)

## **Work Experience:**

➤ Worked as Data Entry Operator with Central Public Works Department on contract since 2010 to 2013 through different agencies :

- (i) M/s Nag Construction – From 2010 to 2011
- (ii) M/s Sanjeev Kumar Verma – From 2011 to 2012
- (iii) M/s Nag Construction – From 2012 to 2013

**Execution of works under Central Public Works Department :**

- (i) Drafting of letters
- (ii) Reports on excel and PFMS
- (iii) Preparation of Government Salary on PIMS and excel as well.
- (iv) Preparation of Estimates for construction, supply, services etc. works.
- (v) Drafting of Award letters, Notice Inviting Tenders (NIT), Preliminary Estimates, Detailed Estimates, Quotations, Supply Order, Work Orders etc.
- (vi) Upload of tenders on the website of Tender wizard i.e. [www.tenderwizard.com/cpwd](http://www.tenderwizard.com/cpwd).
- (vii) Execution and necessary operation of email of CPWD, as per direction of Engineer-in-charge.

➤ Worked as Data Entry Operator with Enforcement Directorate (ED), Ranchi Sub-Zonal Office at Ranchi on contract basis since 1st May, 2013 to till date through different agencies :

- (i) Dilip Ghosh – From 2013 to 2015
- (ii) M/s Subhash Chandra Singh – From 2015 to 2016
- (iii) M/s Sudhir Kumar – From 2016 to 2019
- (iv) M/s Alpha Security and Services Pvt. Ltd. – From 2019 to 2020
- (v) M/s B. K. High Tech – From August, 2020 to 22<sup>nd</sup> December, 2020

**Execution of works under Enforcement Directorate (ED) :**

- (i) Drafting of letters.
- (ii) Reports on excel and online portals.
- (iii) Download of documents, orders, complaints, FIR, chargesheets etc. from the website of Supreme Court of India, Jharkhand High Court, CBI-cum-ED Special Court, CBI etc.
- (iv) Drafting of Enforcement Case Information Report (ECIR), Provisional Attachment Order (PAO), Original Complaint (OC), Prosecution Complaint (PC), Reply of Anticipatory Bail Application (ABA) & the petitions filed by the concerned individuals/entities etc. all other legal works related to Court and other Investigation Agencies.
- (v) As per direction, the operation of government email, LIMBS (Law related reporting channel), Download of FIRs from the website of Jharkhand Police through NIC portal etc.
- (vi) Power point presentation on MS–Power Point.
- (vii) Office order, Note sheet, Status, Prosecution files, Chargesheet and all other official works either in Hindi or in English on MS–Office.
- (viii) Dispatch and Diary of letters, either issued or received from other departments/entities/personal individuals etc.
- (ix) Scrutiny of bank statements, sale deeds, legal papers through organized channels etc.
- (x) Also executed attachment proceedings by becoming a member of search team or raid team and also a team member of attachments of property like during the cases of Nirav

Modi, Anosh Ekka, Hari Narayan Rai, Coal Block scam, M/s Jharkhand Ispat Pvt. Ltd., M/s DOMCO Pvt. Ltd. etc.

- Worked with Rashtriya Khabar in Internet Department and Printing Department after official hour for 2-3 hours up to 27<sup>th</sup> December, 2020.

**Execution of works under Rashtriya Khabar :**

- (i) Copy editor
- (ii) Page creator
- (iii) News creator
- (iv) Story editor
- (v) Web posting of news on the website of Rashtriya Khabar i.e. [www.rashtriyakhabar.com](http://www.rashtriyakhabar.com).

- Designated as Branch Operations and Service Manager (BOSM) in Bajaj Allianz General Insurance Co. Ltd., Hazaribagh on Payroll From 31<sup>st</sup> December, 2020 till date.

**Execution of works under Bajaj Allianz GIC Ltd., wherein my email id is [amit.verma02@bajajallianz.co.in](mailto:amit.verma02@bajajallianz.co.in) :**

- (i) Management of branch as Manager.
- (ii) To look after the system related works, dealing with IT teams and all using Laptop assigned by Bajaj.
- (iii) Policy issuance.
- (iv) Scrutiny creation.
- (v) PID creation.
- (vi) Receipting.
- (vii) Pay in Slip (PIS) Generation, acknowledgement.
- (viii) Disposal of Dishonour cheque.
- (ix) Handling of Cash and Cheque transactions on daily basis.
- (x) Record maintenance of transactions, reports, cheque details etc.
- (xi) Dispatch and Diary.
- (xii) To see cancellation and re-issue, endorsement of ownership, Registration, details of vehicle etc.
- (xiii) Attending daily basis meetings through Microsoft Teams.
- (xiv) Learning Induction courses assigned by the company, which ultimately after successful completion generates certificates.
- (xv) Daily marking attendance on Success factor.
- (xvi) Setting of goals in Success factors.
- (xvii) Emailing to the Superiors, Concerning other employees.
- (xviii) Assisting Marketing persons through Operation.
- (xix) Assisting walk in customers.
- (xx) To manage the staff working through different agency in Bajaj Allianz.
- (xxi) Updation of mandate, in case of refund to customers.
- (xxii) Filling up of CMS deposit slips.
- (xxiii) Keeping in safe the heavy cash transactions with honesty.
- (xxiv) Reporting up the daily work updates to the Reporting Authority.

- (xxv) Locking unlocking of office premises at sight.  
(xxvi) Back office all jobs.

### **Extracurricular activities:**

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- Participated in Sports Activity during school days.
- Participated in Drawing competition during school days.
- Participated in Scout & Guides activities up to Tritiya Sopan during school days.

### **Strengths:**

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- Team work.
- A keen & a fast learner.
- Systematic, disciplined and well organized.

### **Interests:**

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- Net surfing.
- Chatting.
- Listening songs.
- Facebook, What's app, Twitter, Linkedin & Instagram.

### **Languages Known:**

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- Read Hindi & English.
- Write Hindi & English.
- Speak Hindi & English.
- Typing Hindi & English.

### **Personal Profile:**

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Name	:	Amit Kumar Verma
Father's Name	:	Shri Sunil Kumar Verma
Date of Birth	:	9 <sup>th</sup> Dec., 1991
Address	:	Qtr. No. B-1, Lower Hinoo, Manitola, Pathar Road, Ranchi-2
Nationality	:	Indian
Marital Status	:	Single

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge.

**Place** : Ranchi

**Date** :

**Amit Kumar Verma**