**+CURRICULUM –VITAE**

**Sanjay Kumar**

**Surajpur Greater Noida - 201308  
Email:** [**sanjaykumarsingh0090@gmail.com**](mailto:sanjaykumarsingh0090@gmail.com)

**Mobile :- 9934496922**

**Career Objective:**

**To attain leadership role in back-office function of Financial Services Industry**

**Areas of Expertise.**

*Handled Back-Office operation independently in the following areas*:

* Mutual Fund Distribution - BSE Star MF / NSE NMF / MF Utility / Cams & Karvy Back office
* Insurance- Life – Mediclaim – General
* National Pension System - Individual & Corporate
* IPO Bidding & Tally ERP

*Digital Marketing  
Relationship Manager*

**Experience:**

**1. Reva Ltd Jan 2012 To Dec 2012**

**2. Gaindamull Hemraj Financial Services Jan 2013 To August 2018**

**3. Amar Insurance & Financial Services Sep 2018 To Till Date**

**Job Responsibilities:**

Responsible for the following activities:

* Mutual Fund : KYC / Documentation / BSE Star MF
* Insurance : KYC / Documentation for LIFE – MEDICLAIM – GENERAL
* National Pension System – Administration
* IPO – Bidding System Operation & Tally ERP
* Database Management and Administration of Investwell Wealth ERP

**Computer Knowledge:**

* Proficient in the use of MS-Office Suite
* ASP.NET, Java, SQL, UML, ADO.NET, C, C#, GUI, Invest Well, Wealth ERP.

**Other Responsibilities**:-

* Ensure timely AMC`s of the following:-
  + AC`s
  + Computers, printers, fax machine

**Professional Qualifications:**

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| --- | --- | --- |
| **Class** | **Board/University** | **Year** |
| MBA (Operation) | SMU | 2015 |
| BSC (it) | NIIT, New Delhi | 2012 |
| Diploma | NIIT, New Delhi | 2011 |

**Academic Credentials:**

|  |  |  |
| --- | --- | --- |
| **Class** | **Board/University** | **Year of Passing** |
| 12th | BIEB, Patna | 2009 |
| 10th | BSEB, Patna | 2007 |

Date of Birth: 15/03/1990

Marital Status : Married

Current Salary: 20000/-(In Hand). + Incentive

**Place: Surajpur (Greater Noida)**

**Date Sanjay Kumar**