

# +CURRICULUM –VITAE

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**Sanjay Kumar**  
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**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:**

- |   |                                |
|---|--------------------------------|
| <b>1. Reva Ltd</b>                                | <b>Jan 2012 To Dec 2012</b>    |
| <b>2. Gaindamull Hemraj Financial Services</b>    | <b>Jan 2013 To August 2018</b> |
| <b>3. Amar Insurance &amp; Financial Services</b> | <b>Sep 2018 To Till Date</b>   |

## **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:**

<b>Class</b>	<b>Board/University</b>	<b>Year</b>
MBA (Operation)	SMU	2015
BSC (it)	NIIT, New Delhi	2012
Diploma	NIIT, New Delhi	2011

**Academic Credentials:**

<b>Class</b>	<b>Board/University</b>	<b>Year of Passing</b>
12th	BIEB, Patna	2009
10th	BSEB, Patna	2007

Date of Birth: 15/03/1990  
 Marital Status : Married  
 Current Salary: 20000/-(In Hand). + Incentive

**Place: Patna**

**Date**

**Sanjay Kumar**