**Resume**

**ANUP KUMAR**

C/O Deshbandhu Devwanshi,

Bhawan no.-17, Thathrahi Mohalla,

Mehdawal, Sant Kabir Nagar, UP-272271

**Email**: anup010911@gmail.com

**Contact No.** : 7209258033

***CAREER OBJECTIVE:-***

To pursue a professional career in a globally recognized organization and put best efforts for the advancement of the organization.

***WORK EXPERIENCE: -***

**BYJUS The Learning App | December 2019 – August 2019**

Joined as *Business Development Trainee* and then got appointed as *Business Development Associate* after achieving the revenue of total more than 8 Lakhs.

**MetLife GOSC | January 2019 – June 2019**

*Accounts Associate in* ***QMT*** *(Quality Management Team)*

*Responsibilities:*

* Worked in three work types**: Direct Payment, Lump Sum, Address & Bank Change**.
* Sampling of files, allocation of cases, P2P review.
* Auditing the transactions processed by Insurance Associates.
* Winner of PPT competition.

**Genpact | November 2017 – January 2019**

*Process Associate in* ***NBS [Nationwide Building Society (Bank)]***

*Responsibilities:*

* Document verification of nominee.
* Allocating the case to the correct department in order to process the withdrawal.
* Was responsible for improving the performance of the team on all key deliverables through quality check
* Ensuring process adherence to avoid any errors

***ACHIEVEMENTS*:**

* 2 times **Bronze receiver**, 1-time **silver receiver** and got appreciation from client as well.
* Quality checking, report out, daily production sheet, given **2 lean ideas**.
* Certificate of participation in three days **Entrepreneurship Awareness Camp** in March 2016.
* One-month training under **Human Resources Department** in **National Thermal Power Corporation (NTPC)** in July 2016.
* One-month training under **Marketing Executive** in **Business Economics** in December 2015.

***OTHER ACHIEVEMENTS:***

* Active participation in school and college cultural activities.
* Active participation in different types of competition.

# ACADEMIC QUALIFICATION: -

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| --- | --- | --- | --- | --- |
| **DEGREE** | **YEAR OF PASSING** | **NAME OF INSTITUTE** | **UNIVERSITY / BOARD** | **AGGREGATE (%)** |
| **Secondary** | 2012 | Doon Sr. Sec. School. | C.B.S.E. | 85% |
| **Higher Secondary** | 2014 | St. Xavier’s Higher Sec. School. | C.B.S.E. | 68% |
| **BBA(H)** | 2017 | B. P. Poddar Institute of Management and Technology | MAKAUT | SGPA=7.4 |

***COMPUTER SKILLS: -***

* Knowledge of Advanced Microsoft Excel
* MS Office (OutlookWord)
* Internet Surfing

***HOBBIES*:**

* Cricket
* Singing
* Cooking

# PERSONAL INFORMATION: -

Father’s Name : Sanjay Kumar Devwanshi

Mother’s Name : Shila Devi

Date of Birth : 19th November 1997

Gender : Male

Marital Status : Unmarried

Nationality : Indian

Language Known : Hindi, English & Bengali

***DECLARATION: -***

I hereby declare that the above information given by me is true and correct to the best of my knowledge and belief.

**Date:** 25/11/2020Anup Kumar

**Signature**