**CURRICULAM VITAE**

***SANJAY SWARNKAR***

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Present Address- E-8/212 Trilanga Colony, Bhopal- M.P

CARRER OBJECTIVE:

I would like to be an active part of industry where I have the full scope to apply my skills and knowledge for the development of the organization and carrier.

CURRENT PROFILE:-

1- ORGANIZATION : - FUTURE GENERALI INDIA LIFE INSURANCE CO. LTD

DESIGNATION : - Deputy Manager - Operation

DURATION : - OCT 2019 TO TILL DATE

LOCATION : - BHOPAL (M.P)

JOB RESPONSIBILITY:-

* Timely and accurate Business information flow to all stakeholders.
* Randomly underwrite of Proposal forms & advisor recruitment forms.
* Solving branches discrepancies and making issuance of pending cases with the help of UW and my supervisor.
* Handling client’s medical trigger cases with full accuracy.
* Strengthen front end controls & 100% process adherence- no revenue leakage, no regulatory risk, and NIL customer Impact.
* Well skills in Life Asia and Siebel software.

PREVIOUS PROFILE:-

2- ORGANIZATION : - DHFL PRAMERICA LIFE INSURANCE CO .LTD

DESIGNATION : - Assistant Manager (Cluster Manager) - Operation

DURATION : - AUG 2015 TO OCT 2019

LOCATION : - JABALPUR (M.P) and LUCKNOW (U.P)

JOB RESPONSIBILITY:-

* Timely and accurate Business information flow to all stakeholders.
* Randomly underwrite of Proposal forms & advisor recruitment forms.
* Solving branches discrepancies and making issuance of pending cases with the help of UW and my supervisor.
* Handling client’s medical trigger cases with full accuracy.
* Strengthen front end controls & 100% process adherence- no revenue leakage, no regulatory risk, and NIL customer Impact.
* Total 14 branches and 18 employees was under my supervision.

PREVIOUS PROFILE:-

3- ORGANIZATION : - KOTAK LIFE INSURANCE

DESIGNATION : - DEPUTY MANAGER – Operation

DURATION : - JUNE 2011 TO AUG 2015

LOCATION : - INDORE (M.P)

PREVIOUS JOB RESPONSIBILITY:-

* Scrutiny & Underwriting of proposal forms & advisor recruitment forms.
* Receipting the proposal forms, advisors recruitments forms and Policy renewals in Life Asia.
* Handling client’s medical trigger cases.
* Solving branch pending, discrepancy and making issuances of pending cases with the help of sales & operation coordination.
* Cash Handling & solving client queries like renewal, NAV values, fund switching, other complaints etc.
* Making daily sales and logins report.
* Persistency Calling
* Well skills in Life Asia.

PREVIOUS PROFILE:-

4- ORGANIZATION : - ICICI Prudential Life Insurance Co. Ltd

DESIGNATION : - ADMIN

DURATION : - AUG 2008 TO JAN 2011

LOCATION : - RAIBAREILLY (U.P)

PREVIOUS JOB RESPONSIBILITY:-

* Scrutiny & Basic Underwriting of proposal forms & advisor recruitment forms.
* Solving branch pending, discrepancy and making issuances of pending cases with the help of sales & operation coordination.
* Handling & solving client queries like renewal, NAV values, fund switching, and other complaints.
* Making daily sales and logins report.
* Looking administration for audit purpose & cross checking on daily basis. Solving admin issues with the help of senior coordination.

EDUCATIONAL QUALIFICATION:-

* Graduation from Kanpur University (B.A)
* Intermediate from U.P Board Allahabad
* High School from U.P Board Allahabad

PROFESSIONAL QUALIFICATION:-

* Advance diploma in computer application (Microsoft Word, Microsoft Excel, Access, Photo shop, Coral Draw, Internet, DBMS, Fox-Pro, DTP)
* **AML Training program completed in 2015**
* **Anti fraud and compliance training certification program completed in 2016**
* **Anti Fraud training test in Jan 2016**
* **Anti Bribery refresher training test in 2016**
* **AML refresher training test in Sep 2016**
* **IT Security certification test in Nov 2016**

PERSONAL DETAILS:-

Name : Sanjay Swarnkar

Date of Birth : 01-April-1984

Marital Status : Married

Father’s Name : Mr. S.K Swarnkar

Mother’s Name : Smt. Suman Swarnkar

Nationality : Indian

Language Known : Hindi, English

Permanent Address : 454, Sanjay Nagar Eye Hospital Road, Sitapur (UP) 261001

INTERSET:-

To continue professional education and training to improve my skills in specific area, keeping abreast with latest development in industry. Professional and leisure reading.

Date: SANJAY SWARNKAR