

(CURRICULUM VITAE)

ASHISH KUMAR VERMA

C/O N K BAJPAI

Address: - 538/542 2ND ADRASH PURAM TRIVENI NAGAR 3RD
LUCKNOW 226020.

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Carrier Objective: -

Seeking a position to utilize my skills and abilities in the Industry that offers professional growth while being resourceful, innovative and flexible.

Work Experience

- **Two year experience at SBI Life Insurance as Office coordinator from April 2019 to Dec 2021**
- **Two year experience at Janani Suraksha Yojana as Back office Executive form Jan 2017 to March 2019**

Job Responsibilities

- Differentiating in incoming calls and walk-ins and handle them appropriately
- Administrative and Executive supports.
- Managing the data for drafting, checking and storing various documents require by the management.
- Sent reports to manager on a daily basis as per excel.
- To sortout incoming mails at enquiry inbox and distribute to the client
- Assisting visitors and clients.
- Handling multipal telephone lines intimely manner and direct the calls to the calls to the concerned person
- Maintaining the files, records, and documents as required.

Academic Qualification:-

- M.A. form CSJM Kanpur University in 2016
- B.A. form CSJM Kanpur University in 2014

Computer Skills:

- M.S Office.
- Internet.
- CCC

Strength:-

- Honest
- Hard worker.
- Quick learner

Personal Details:-

Father's Name	MR Rajendra Prasad verma
Date of birth	15/09/1993
Languages Known	English, Hindi
Nationality	Indian
Gender	Male
Hobbies	Cricket playing
Permanent Address	vill- Chouriya post –sansarpur thesil- golagokarnnath dist - lakhimpur kheri pin- 262802

Declaration: -

I here by declare that the above information is given completely correct to the best of my knowledge and belief.

(Ashish kumar verma)

