

Kritika S Yadav

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Carrier Objective

To work with a dynamic organization offering growth and career opportunity and at the same time adopting new ideas and concepts, both for the organizational benefit as well as for the enhancement of career.

Educational Qualification

Board	School /College	University	Year	Percentage
SSC	Thakur Shyamnarayan High school	Maharashtra	2014	77.60%
HSC	Thakur College of Science & Commerce	Mumbai	2016	74.50%
B.Sc.	Thakur College of Science & Commerce	Mumbai	2019	61.60%

IT Skill

Field	: Tools / Technology
MS-Office	: Word, Advance Excel, PowerPoint,
Accounting	: Tally ERP and tally prime with GST
Data Visualization	: Adv excel, PowerBI, Tableau
Language	: C, C++, VBA, python

Certification

- ✓ Diploma in Computer Application in Business intelligence from ABC technology Andheri
- ✓ Advance Diploma in Internet, and Website Designing from Madras university Karnataka

Work Experience :

Current Company Kotak Life Insurance

Designation: In Backend Process (Senior Back Office Executive)

Duration : Oct 2021 to Till Date

RESPONSIBILITIES Responsible for generating Regional insurance MIS and Generating business variance reports.

Company: ICICI Prudential Life Insurance

Designation: Operation (Back Office Executive)

Duration_: May 2020 - Sep 20221

CURRENT JOB PROFILE :

- ✓ Presently working with Kotak Life Insurance (New Delhi) from Oct 2021 to till date as Sales Associate (Operations).
- ✓ Involved in maintaining MIS (Management Information System) comprising all regions like Daily/Weekly report to Concerned Sales Manager about his/her business volume, Preparing Daily/Weekly & Monthly report for senior BDM, Renewal & all Policy Servicing work etc.
- ✓ Updating proposal Forms, Operational work proof checking documentation for age, address and other supporting documents.
- ✓ Intimating client about his/her policy status any updates regarding payment/cheque status etc.
- ✓ Involved in computer related & manual job pertaining to insurance etc.

Personal Details

Father's Name : Shantilal S. Yadav
Date of Birth : 01/06/ 1998
Nationality : Indian
Gender : Male
Marital Status : Unmarried
Languages Known : Hindi, English, and Marathi

Declaration

I hereby declare that all details provided above are true to the best of my knowledge and belief.

Place: Mumbai

Date: ___ / ___ / _____

Yours's Sincerely,

Kritika Yadav