

CURRICULUM-VITAE

ARVIND KUMAR

Address;- Village Shrikantpur
Post Shrikantpur
Devgaon Lalganj
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CAREER OBJECTIVE

To work in a creative, innovative and challenging environment and to help achieve organization its objective in the most efficient manner by applying my skills and abilities and thereby growing with the organization.

PROFESSIONAL EXPERIENCE

Previously worked as Partnership Business in Online JanSawa Kendra from DECEMBER 1ST 2020 to 2ND MARCH 2022

Worked as Associate in CAPGEMINI TECHNOLOGY (IGATE GLOBLE SOLUTION) from NOVEMBER 14th 2014 to 14th June 2019

- 2 Year work experience in Health care process in Cashier.
- 5 Year work experience in Health care process (Po Team) from Capgemini (IGATE GLOBLE SOLUTION).

JOB ACTIVICES

- Processing Health Insurance Claims & Purchase Order.
- Verifying mortgage document for CL Keying.
- Inward & Outward check clearing.
- Online portal Customer insurance data check and review and final processing.
- Date QA file checking and make the final report.

Job Responsibilities:

- Online portal handling (for ex: Flip kart, Amazon, Snapdeal, Paytm).
- Product shoot, product listing, stock handling, price checking,

Previously worked as a computer operator Online Searching with a private company (Paras Art Creative).

EDUCATIONAL QUALIFICATION

10th passed from C.B.S.E in 2004.

12th passed from C.B.S.E in 2006.

Graduation in Art form IGNOU in 2015.

COMPUTER SKILLS

- Complete Knowledge of Web Searching including Installation & Handling.
- Complete Knowledge of MS Office, very good knowledge internet.
- Complete Knowledge of data entry English typing. (40wpm).
- Complete Knowledge of US online work database work.

POINTS

Confident nature, sense of humor, easily adaptable to change, good grasp of facts, take Initiative, pay attention to details, can work well under tense mind.

LEISURE INTEREST

Music in my best pastime. I also enjoy internet surfing, Traveling is my first preference and I love sing a songs.

OVERVIEW

- Building client preference & drive volume, utilization of resources, maintaining discipline, made good healthy relationship between team & motivating resources to do better.

PERSONAL DETAILS

Date of Birth	:	Dec. 13, 1986
Father's Name	:	Ram Prasad
Mother Name	:	Satina Devi
Marital Status	:	Married
Nationality	:	Indian

I hereby declare that all the information mentioned above is correct and complete to the best of my knowledge and belief

Date :

Place :

(ARVIND KUMAR)