



rajatv00786@gmail.com



8574298412



New Delhi 110008

## EDUCATION

Master of Business Administration, Financial Management  
**Bundelkhand University**,  
Jhansi, Uttar Pradesh  
September 2021

Bachelor of Commerce, Commerce  
**Shri Ram Pg College of Commerce And Education**,  
Varanasi, Uttar Pradesh  
July 2019

Intermediate, Commerce  
**Amrit Public School**, Mau,  
Uttar Pradesh  
May 2016

High School, Science Education  
**Amrit Public School**, Mau,  
Uttar Pradesh  
May 2014

## LANGUAGES

### English:

Upper intermediate (B2)

### Hindi:

Bilingual or Proficient (C2)

# RAJAT VERMA

## PROFESSIONAL SUMMARY

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## SKILLS

- Microsoft Office
- Team management
- Infographic designer
- Problem Solving skills
- Effective Communication
- Insurance Underwriter

## WORK HISTORY

### Exl Services - Process Associate

- Account Management of the Policy Holder, Policy processing which includes loan and premium as per the Request, Change and update the Billing number and also combine the multiple billing, Generate New Bill for the Policy and update the same to the Requestor, Change The premium amount as per the Request, Query Resolution of Policy Holder on different issues related to the policy, Maintaining of daily Record and Report the Same to Higher Management, Connecting with onshore teams if any Query and double in the Policies, Allocation of Policies to team members by Using Conditional formatting to avoid duplicacy, Learning and development, Volunteer in fun Friday activities and always participate in Cultural activities for more Connectivity with the team members.

April 2022 - April 2023

### Dhanlaxmi Bank Ltd - Junior Officer , Faridabad, India

- Cash Handling, deposit withdrawal, Neft , Rtgs, Fund Transfer doing all operations work related to Cash and non Cash Transaction.
- Managing the client Portfolio and connecting with them on regular basis to check if there is requirement of funds for their Business, Business Development through call and by field visit and meeting with different Business Professionals and continuously checking if there is any requirement of funds, Well aware with various products of working capital department like, Overdraft limit, Cash Credit, lap OD, Insurance of machines etc., Insurance Collection of Machines and Assets, Stock Statement Collection to check further loan eligibility at the time of renewal, Enhancement of loan extend of Business, Saving and Current Account lead generation as well as giving 4 Account to the bank on each month.

## CERTIFICATIONS

Tata Strive

\*I have done Internship in BFSI sector, learn a lot of things related to banking financial services and insurance sector.

Parmarth Sewa Sansthan

\*I have done Internship in Finance. I have learnt a lot of things related to profit and loss and Balance sheet how to calculate profit and loss .