ARPITA SINHA

Sai Apartment
65/6 A ROAD,
2ND FLOOR,
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Kolkata - 700122
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Objective

Seeking a growth oriented career clubbed with responsibility that will be challenging and provides me the freedom to utilize my experience, knowledge and specialized work skill towards the organization, resulting in revenue generation and development of the organization in the present scenario of expanding market.

Work Experience:-

Overall 14 years of experience in operations, customer service and business Procurements.

Present Organization:

ASTHA INSURANCE SERVICES PVT LTD, (GTFS GROUP) WORKING FROM FEBRUARY 2006 TO TILL DATE

A distribution channel for General & Life Insurance Business based on Multi Level Marketing structure. ASTHA INSURANCE presently working as corporate agent of LICI, Bajaj Allianz General Insurance, MAGMA general insurance, RELIANCE General Insurance, FUTURE Generally insurance having more than 8 lakhs of agent network and 100 branches all over the country. Also Astha involved in Aadhar card and Pan card processing, travel business and Real estate business through his group company.

Job Responsibilities:
➢ Monitoring activities of Insurance agents and educate them about the insurance products & process to procure business.
➢ Handling Customer Queries and resolution with in Stipulated TAT
➢ Operations Process Mapping and building control points at HO
➢ Policy Owner Servicing and Renewals handling at HO
➢ Final Quality Check of the Insurance proposal forms at ASTHA HO
➢ Agent Commission Calculation and arrange for payments

QUALIFICATION:

Examination	Discipline / Specialization	Board/ University	Year of Passing
MBA	**Insurance and Risk Management**	**Burdwan University**	**2006**
BCOM (HONS)	**Accountancy & Finance**	**University of Calcutta**	**2004**
HIGHER SECONDARY	**Commerce**	**W.B.C.H.S.E.**	**2001**
MADHYAMIK	**-**	**W.B.B.S.E.**	**1999**

Personal Details:-

Date of Birth   :   23.01.1982

Marital Status   :   Married

Nationality   :   Indian

Sex   :   Female

Language Known   :   Bengali, English, Hindi

Date:

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(Arpita Sinha)