

# **CURRICULUM VITA**

## **SANJAY SANKHLA**

117/576, Agarwal Farm,

Mansarovar, Jaipur - 302020

Contact No – 9529814091, 9057561582

**E-Mail :*sankhlasanjay4@gmail.com***

### **Working Experience**

1. 1.2 Year Working Experience in KGN Consultant as Accountant cum Cashier Executive.

2. 4.3 Year Working Experience in Shriram General Insurance Co. Ltd as Operation Executive. (August 2015 to October 2019)

3. 1.8 Year Working Experience in Bajaj Capital Insurance Broking Co. Limited as Senior Operation Executive.  
(December 2019 to August 2021)

- ✓ Ensuring to Login the Fresh Business. (Life and Health)
- ✓ Engage in Procedure of Scrutinize New Business Application form, NACH form & relevant documents before login according to Underwriting Guidelines. Also resolve description soon and take follow up for issuance.
- ✓ Quote Creations for Life and Health for different companies to provide better options to the customers.
- ✓ Handling Customer Retention and Renewal through various tools.
- ✓ Coordinate with Head Office for updating the issuance, pending cases and Auto cancel cases.
- ✓ Maintain a MIS tracker for Daily & Monthly Login business.
- ✓ Handling Customer queries, escalations, complaints and requests.
- ✓ Maintaining good customer relations and referring customers to appropriate staff for services.
- ✓ Performing intermediate duties and support to branch with Operational Activities.

### **Academic Qualification**

- ✓ M.Com Passed from Rajasthan University, Jaipur in 2012 (Commerce)
- ✓ B.Com Passed from Rajasthan University, Jaipur in 2010 (Commerce)
- ✓ Senior Secondary Passed from Rajasthan Board, Ajmer in 2007 (Commerce)
- ✓ Secondary Passed from Rajasthan Board, Ajmer in 2005

### Professional Qualification

- ✓ Good Command On MS-Excel, MS-word.
- ✓ Good Knowledge of Computer & Internet

### Competencies

- ✓ Optimistic, dedicated & enthusiastic.
- ✓ Willing to learn & ability to work as a part of team.
- ✓ Fast learner. Adapt well to changes and pressures in workplace.
- ✓ Good presentation skills.
- ✓ Work effectively with diverse groups of people.
- ✓ Friendly with an upbeat attitude.
- ✓ Committed to deadlines and schedules.

### Personal Details

Father Name : Mr. Suresh Kumar Sankhla  
Permanent Address : 117/576, Agarwal Farm, Mansarovar, Jaipur  
Mother Name : Mrs. Leela Devi  
Date of Birth : 22- July -1989  
Marital Status : Married

### Declaration

I hereby declare that the information furnished above is true the best of my knowledge.

**Date-**

**Place-**

**(SANJAY SANKHLA)**