

# **GAURAV KUMAR**

## **ADDRESS:**

House No: A-271, 2nd Floor,  
Jagdamba Colony, Near Beri bagh market,  
Ali Vihar ,Ali Village, Sarita Vihar, New Delhi-110076

Email ID: [gauravkumar927@gmail.com](mailto:gauravkumar927@gmail.com)

**(Contact Number: - 8826653388)**

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## **CAREER OBJECTIVE :-**

A dedicate hard working Individual with potential creativity and hardworking by nature as well to use knowledge in best and possible way.

## **ACADEMIC PROFILE :-**

- B.A. from M.J.P. Rohilkhand University Bareilly.
- 12<sup>th</sup> passed from U.P. Board Allahabad.
- 10<sup>th</sup> passed from U.P. Board Allahabad.

## **COMPUTER LITERACY :-**

- Packages : MS Office (Word, Excel, Power Point, Access)
- Operating Systems : Windows NT/98/2000/XP/2007
- Assembling PCs, Installation of Operating System & Application Software's.
- 'O' & 'A' Level from DOEACC.

## **JOB EXPERIENCE :-**

**((Total job experience: - > 10.5 Years))**

- 1.8 Years' experience with "UTI Infrastructure Technology Ltd Company.." as a MIS Executive.
- 5.3 Years' Experience with Bajaj Allianz General Insurance Ltd Company." ,
- ( 4 Years' Experience as a backed executive and then after promotion 1 years' worked as a Branch Accountant.)
- Currently from last 4.3 Years, working with HDFC ERGO Ltd Company as a Litigation Executive.

## **KEY RESPONSIBILITIES:-**

- Maintain lawyers bills payout MIS.
- Payment Follow-up's.
- Coordination Work.
- Intimation of claim, Registration updating on daily basis.
- Preparing & monitoring of all regulatory reports.
- Assign lawyers for court appearance on behalf of Company
- Knowledge Sharing.
- Meetings with Management.
- Reporting to Managers.
- Keep records in physical and soft copies.

## **JOB PROFILE:-**

- Maintaining legal MIS and updating on daily basis.
- Maintaining MACT case, MIS, Intimation of claim, Registration updating on daily basis.
- Assign lawyers for court appearance on behalf of Company.
- Maintaining lawyers bills payout MIS.
- Manage MACT cases update on daily basis from lawyers.
- Preparing all regulatory reports.
- Keeping records in physical and soft copies.

## **SKILLS:-**

- Ability to work independently and in a team environment.
- Efficient, result oriented and capacity to work under pressure.
- Positive attitude towards the work and believe in never giving up.
- Ability to multi-task and possess excellent problem solving / analytical skills.
- Strong ownership skills and the ability to self-motivate.
- Good interpersonal skills, highly motivated, self-starter, and driven for success.

## **PERSONAL DETAILS:-**

- Name - Gaurav Kumar
- Father's Name - Mr. Om Prakash
- Date Of Birth - 6th July 1988
- Birth Place - Moradabad(Uttar Pradesh)
- Sex - Male
- Religion - Hindu
- Nationality - Indian
- Marital Status - Married
- Language Knows - Hindi & English
- Strength - Responsible & Confident
- Weakness - Straight forward.

### **DECLARATION:-**

*I declare that the above mentioned information in my resume is completely true and correct as per my knowledge and documents.*

Place: - \_\_\_\_\_

Date: - \_\_\_\_\_

**(GAURAV KUMAR)**