

Anil Kumar

To deliver the best use of my academic and professional knowledge in a challenging and rewarding environment to achieve organizational as well as personal goals.

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📍 Delhi

WORK EXPERIENCE

Reliance General Insurance

Support Officer

Jun 2016 - Apr 2025

- Responsible for making assessment of vehicle. Responsible for maintaining the QC of the documents.
- Responsible for maintaining the process as per requirement of the claim manager.
- Responsible & QC check of docs. Working and maintain data on Excel i.e. (V-lookup, Pivot table) etc. After maintain excel, send data to HO, for re-solvance. Re-solve queries of claim managers with co-ordinating from H.O.
- Send pending data to claim managers, Hub managers also, as per their convenient.

HDFC Asset Management Company Limited

Client Services Officer

Feb 2013 - Oct 2014

- Through screening and processing of commercial transaction as well as non commercial transaction. QC (Quality check) of all applications.
- Addressing queries from Customer interaction management system and walk-in investors and executing the solutions.
- Mapping client's requirements and co-ordinating in developing and implementing processes in line with preset guidelines.
- Maintain and updating e-data. Preparing KYC and handling queries on behalf of KRA's.
- Co-ordinating with the sales team for smooth processing of transactions.

Karvy computershare Pvt. Ltd. (Registrar and transfer agent)

Client Services Officer

Feb 2011 - Feb 2013

- Data capturing of fresh sales-purchases application under Mutual funds and updating of addresses, name, bank details and allotment/refund.
- Updating of address, bank details, status of investor, change in nominations etc.
- Effecting re-purchases of units for various schemes.
- Handling all types of Transactions & Queries regarding, New Purchases, Additional Purchases, SIP, STP, Redemptions, Switches and NCTs.
- Handling of investors queries and co-ordinate with MO or BO to resolve them.

EDUCATION

NISM Series V A (N S E)

B. A. (Pass)Course) - NA

Sep 2013 - Oct 2013

Senior Secondary (C.B.S.E) (Delhi)

Apr 2000 - Mar 2001

Secondary (C.B.S.E) (Delhi)

Apr 1998 - Mar 1999

PROJECTS

SKILLS

- Strong analytical, problem solving and better business communication and interactive skills along with ability to work under extreme pressure and close deadlines.
- Leadership skills with strong initiatives, decision making ability and exceptional multi tasking/organizational skills in a busy, energetic environment.
- Professional approach with customers and colleagues, a team player, self starter, fast learner, result oriented.
- Well versed with the SEBI guidelines and Stock Exchange regulations in Equities and MFS.

CERTIFICATE

NCFM certification in AMFI - Mutual Fund (Advisors) module.

CUSTOM SECTION

Aspiring Assignment:

To work in dynamic environment which provides ample scope for enriching my learning curve and also would help me to utilize my skills and knowledge to contribute significantly to the organization where I am working.

- Core Competencies
- Team work
- Adaptability
- Work Commitment
- Action Orientation
- Good communication

Mission

Committed to achieve complete satisfaction of customer and company's objective towards growth.

LANGUAGE

English & Hindi

Personal Details :

Father's Name: Sh. R. D. Mishra

D.O.B.- 15/03/1983

Home address: H No. A-71, Gali No

4 B, West Karawal Nagar. Delhi-110094