

# RESUME

## PAWAN KUMAR

ADDRESS: - H-3, 1278. Jahangirpuri

Delhi - 110033

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### CAREER OBJECTIVE:-

- I am seeking a good position in an organization. I am also looking for a challenging environment, which that lend me a supportive andoperative learning environment with ample chances to contribute and diversify knowledge and skill in the required.

### ACADEMIC QUALIFICATION

- B.Com (Pass) From University Of Delhi

### TECHNICAL QUALIFICATION

- ADVANCE BASIC, EXCEL
- TYPING SPEED: 35 WPM

### JOB RESPONSIBILIY:-

- ❖ Check Link (Previous Correspondence if any)
- ❖ Check Dispatch, LAR, LHC and Check Action/Recovery Status
- ❖ Follow up from office through E-Mail/telephone
- ❖ Liaison with insurance recovery Agent/Party
- ❖ Collection all claim document for settlement
- ❖ Prepare claim settlement voucher

### WORK EXPERIENCE

- Currently working in M/s North Eastern Carrying Corporation Limited as a Assistant Claim Manager from 01.08.1991 to Till Date.

### PERSONAL DETAILS:

- DATE OF BIRTH :- 03.03.1968
- FATHER'S NAME :- LATE SH. OM PRAKASH
- SEX :- MALE
- MARTIAL STATUS :- MARRIED
- NATIONALITY :- INDIAN
- RELIGION :- HINDU
- LANGUAGE KNOWN :- HINDI, ENGLISH

### DECLARATION:-

- I do here by declare that all the information given above is true the best of my knowledge.

(PAWAN KUMAR)

Date: