

CURRICULUM VITAE

Indranil Sen
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PROFILE:

To be very hardworking and sincere I am looking forward for Back Office Executive and Data Entry Operator. And also want to relocate outside if organization requires.

OBJECTIVE:

To work in creative environment. To work dedicatedly and full of determination towards the organization and to lead from the front whenever required within a team.

EXPERIENCE:

- 1. COMPANY : OCTAGON SOFTWARE PVT LTD.**
PERIOD : FROM OCTOBER 2003 TO MAY 2007
DOMAIN : DENTAL INSURANCE PROJECT
DESIGNATION : DATA ENTRY OPERATOR AND QUALITY ANALYST.

- 2. COMPANY : WIPRO BPO (UNITED HEALTH GROUP INSURANCE).**
PERIOD : FROM 21ST JUNE 2007 TO JULY 21ST JULY 2008.
DOMAIN : NON VOICE.
DESIGNATION : PROCESS ASSOCIATE.

JOB RESPONSIBILITIES:

- We generally process the **INSURANCE CLAIMS**.
- The process is **UHG (United Health Group)**.
- It's a **MEDICAL INSURANCE PROJECT**.
- We generally process the claim in **UNET**.
- It's a **DOS based method in WIPRO**. We have to process the claim in **DOS**.
- We process the claim's in two method:
 - A. UNET.**
 - B. COMET.**

3. COMPANY: C.M.C LTD.

PERIOD : From 2010 to 2013.

DOMAIN : GRONI, NEILSEN & SAFECO INSURANCE (project based on TCS).

JOB RESPONSIBILITIES:

- InGroniit's entry based project manual entry should be done in different household.
- The projects are based on UK and US based.
- In Safeco there are different segments as FAX, EMAIL & PAPER.
- Safeco is a Insurance Project.
- We have to work in AMPL portal.

WORKING EXPERIENCE:

In JiwanRamSheodutra Group as an Data Entry Operator (MIS) in the webmarketing profile of the aluminium industry that covers the whole eco system and value chain of aluminium www.alcircle.com is our website. Also sending emails and fax and also generate reports.

From 14th March 2017 working in INNOVENT (EVENT MANAGEMENT COMPANY) as an Back Office Executive.

EDUCATION:

W.B.S.E (1993)	General Std (X)	44%
W.B.C.H.S.E(1997)	(XII) Std (SCIENCE)	47%
B.U (2000)	B.COM (PASS)	44%

TYPING SPEED : 45 (W.P.M.)

PERSONAL:

Date of Birth : 06/12/1977
Father's Name : Late Dilip Kanti Sen
Religion : Hindu
Nationality : Indian
Marital Status : Single

Date:

Place: Kolkata

Signature