




JITENDRA KUMAR YADAV

OPERATION EXECUTIVE


Working experience: 3 years working experience as Operations specialist in the insurance industry.

A D2C Insurance Broking Pvt Ltd, Gurugram

CONTACT

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SKILLS

Insurance operations
Insurance audits
Risk Management
Regulatory Compliance
Customer Service
Data Entry
Decision making
Collaboration and Liaison
Report Management

LANGUAGE

English 
Hindi 

SUMMARY

My objective is to leverage my skills to excel in the insurance industry. With a proven track record in insurance policy management, audit facilitation, and report administration, I aim to contribute my expertise to elevate operational efficiency.

WORK EXPERIENCE

Insurance Operations Specialist

D2c Insurance Broking Pvt Ltd, Gurgoan

Jan 2021 - Present

- Created and distributed insurance policies and certifications.
- Partnered with the controller to facilitate insurance audits.
- Administered reports for incidents, claims, litigation, and property losses.
- Liaised with the estimating department for project specific quotes from brokers.

Branch Banking

Axis Bank

Feb 2020 - Sept 2020

- Suggested banking products and services that best meet customers' needs.
- Processed deposits, withdrawals, transfers, and other banking transactions.

EDUCATIONS

B.Sc in Agriculture

Monad University, Hapur

2015 - 2019 | 71.6%

XII in PCM

Bihar School Examination Board, Patna

2009 - 2011 | 62.2%

Xth

Jharkhand Academic Council, Ranchi

2008-2009 | 69.8%

ACHIEVEMENTS & CERTIFICATIONS

Best performance 2022-23

RenewBuy.com | 2023