

# **CURRICULUM VITAE**

**Mahima Jaiswal .**

UDAIPUR AMBIKAPUR SURGUJA

(C.G.). PIN: -497115

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## **Career Objective –**

Seeking A challenging Position In industry Where I Can Utilize My Skills To contribute the success of company .

## **Experience-**

**1.) Renault Raipur (A Renault Car Dealer Raipur )**

**Designation- Insurance Executive (Insurance Department)**

**Duration : July 2017 to June 2019**

**Role :Maintaining Data & Calling For Insurance .**

**:Insurance Renewal Of Old Vehicle.**

**2. Salasar Services (A Insurance Broker Co. Deals in All General Insurance Raipur )**

**Designation :Insurance Executive**

**Duration: July 2019 To November 2020**

**Role : Customers Calling for Insurance Renewal**

**: Deals with customers for Insurance (New & Renewal)**

**: Making Policy**

**3. Vardhman Commercials (Vespa Two Wheeler Dealership,Raipur )**

**Designation : Insurance & RTO Head**

**Duration :Dec 2020 to Feb 2023**

**Role : Maintaining Data & Calling for Insurance renewal.**

**: Insurance Renewal Of Old Vehicles .**

**: Making New & Renewal Insurance Policy.**

**: Registration of New Sold vehicles.**

**: Punching Order of HSRP Number Plate.**

**: Picking Choice Number.**

**: Paper Set Preparation For RTO.**

**4. Vardhman Autowheels Pvt Ltd (Volkswagen Car Dealership,Raipur )**

**Designation :Insurance & RTO Head**

**Duration : Mar 2023 To Feb 2024**

**Role : Maintaining Data & Calling for Insurance renewal.**

**Insurance Renewal Of Old Vehicles .**

**Making New & Renewal Insurance Policy.**

**Registration of New Sold vehicles.**

**Punching Order of HSRP Number Plate.**

**Picking Choice Number.**

**Paper Set Preparation For RTO.**

**5.Speed Automotive Pvt Ltd (Skoda Car Dealership Raipur)****Designation :Insurance & RTO Head****Duration : Mar 2024 To Till Date****Role : Prepare & Maintaining Data Calling****Calling for Insurance renewal data.****Insurance Renewal Of Old Vehicles .****Making New & Renewal Insurance Policy.****Registration of New Sold vehicles.****Punching Order of HSRP Number Plate.****Picking Choice Number.****Paper Set Preparation For RTO.*****Educational Qualification:***

<i>Degree</i>	<i>Year</i>	<i>Institution</i>	<i>Board/ University</i>	<i>Specialization</i>	<i>Class</i>	
B.A (Final)	2016	Shri Sai Baba Mahavidya Ambikapur	Surguja University	Arts	Second	
PGDCA	2017	C V Raman University	C V Raman University, Bilaspur	-	Second	-
H S C	2013	Saraswati Shishu Mandir Ambikapur	C G Board Raipur	All compulsory Subjects Arts	Second -	-
SSC	2011	Saraswati Shishu Mandir Ambikapur	C G Board Raipur	All compulsory Subjects	Second	

**SKILLS**

1. Ability to logically analyze problems under pressure.
2. Ability of leadership as well as work in group.
3. Technical skills-the ability to use the appropriate financial tools and Techniques, procedures and systems, methods and practices.
4. Conceptual skills - Mental ability to coordinate and integrate all of the Organization's interests and activities.

***Computer Skills:*****Packages Known:** Fundamentals of Computer (MS Office-2007)**Operating Systems:** Microsoft Windows 2007,2010 DMS software

### ***Strength and Weakness:***

- ✓ Efficient Team-Player
- ✓ Impatient
- ✓ Meticulous
- ✓ Passionate towards learning new skills & concepts.

### ***Hobbies:***

- ✓ Working Out In Gym
- ✓ Visiting New Places
- ✓ Making New Friends

### ***Personal Details:***

Father Name : Mahendra Prasad Jaiswal  
Mother Name : Meera Jaiswal  
Date of Birth : 11/11/1993  
Marital Status : Unmarried  
Sex: : Female  
Languages : Hindi  
Nationality : Indian

Date:

Place:

**Mahima Jaiswal**