

# Curriculum vitae

## UTTAM KUMAR MATHA

Add:- 26, Navakar Vihar  
Near HDFC bank partaker colony  
Mansarovar jaipur 302020

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### CAREER OBJECTIVE

To seek an opportunity to contribute my education and acumen in a position with a growing and dynamic firm & working for the accomplishment of goal set by the firm through constant value additional to self.

### ACADEMIC QUALIFICATION

PGDBA from Symbiosis Distance learning Education PUNE 2020

Post Graduation (M.Com) from University of Rajasthan Jaipur In 2014 With Second Division.

Graduation (B.Com) from University of Rajasthan Jaipur In 2012 With Second Division.

Intermediate (Commerce) from Board of Secondary Education Rajasthan In 2009 With First Division.

High School from Board of Secondary Education Rajasthan In 2007 With Third Division

### ADDITIONAL QUALIFICATION

A Course In Office Automation Certificate from Jaipur In 2008.

A Course In Tally 9.0 Certificate from Jaipur In 2011.

RS-CIT Computer Education Certificate from RKCL In 2012.

### EXPERIENCE

I have started work with TATA motor Finance Ltd at Morani Motors Gopalpura by pass Jaipur Form August 2014 to April 2015 for process to clear motor vehicle loan file pendency from H.O.

I have started work with Shriram General Insurance Company limited Jaipur H.O.) Form 23 June 2015 to Sep.2023 for pre inspection underwriter.

I have started work with Vitrak Insurance Brokers Private Limited (Gromo) as a Relationship manager at jaipur location. from 11Sep-23 to Till date.

### STRENGTH AND HOBBIES

Sincere, Positive Attitude, Smart Working and Confident, cost management,

Listing Music, Play Games, travelling, friendly Woking, risk analysis, cooking.

Always Ready To Lend A Helping Hand To Friends and people.

## PERSONAL DETAIL

Fathers Name: - Mr. Damodar Matha  
Mothers Name: - Mrs. Rajkumari Devi Matha  
Date of Birth: - 10 Jan 1993  
Language: - Hindi English  
Marital status: - Married

## KEY RESPONSIBILITY IN JOB (SENIOR EXECUTIVE)

- Part of pre-underwriting department which focus on evaluating profit and loss for company motor insurance.
- Profile screening before setting up the new policy for the company.
- Eliminating risk through monitoring terms entries to eliminate frauds case at ground level.
- Arrange inspection and complete inspection for motor insurance PAN India with 3rd party agency.
- New phase development in process on the basis of market required with IT team.
- Coordinate with branch manager to solve any customer query related to insurance
- Inform clients on approval/rejection of the application.
- Review customer credit history to minimize the risk incorporated with them
- Preparation for proposal for setting up the profile and documentation for policy disbursement.
- Tanning programmed for all process related to pre-inspection and risk management for branches employee and department new joining.
- Prepare MIS with product wise and indexing to dept as working structure.
- High segment vehicle process with an expert knowledge and experience.

## DECLARATION

I hereby declare that all the above information are true to the best of my knowledge and given a chance to work in your organization, I will try my best to satisfy my superior and colleagues with hard work, honesty and good behavior.

Date :-

Uttam Kumar Matha

Place

