

# **Amit Kumar**

TPA and Admin Coordinator

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Tel.: +91-9149091510

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**DESIGNATION:** TPA and Admin Coordinator

**CURRENT ROLE:** Responsible for insurance and Admin & Management

**TOTAL IT EXPERIENCE:** 7 YEAR

## **EDUCATIONAL CREDENTIAL:**

Pursuing M.B.A. from AKTU Lucknow (U.P)

Graduation (B.C.A.) from Agra University.

Passed 12<sup>th</sup> from N.C. Vedic Inter College, Agra.

Passed 10<sup>th</sup> from SD High School, Agra.

Done Multimedia Course from Arena Animation, Agra.

## **TECHNICAL EXPERTISE:**

### **Graphics Development Tools:**

Adobe PhotoshopCC

### **Video Editing Tools:**

Edius 4

Final Cut Pro 7,10

### **Basics:**

MS

Word

MS

Excel

MS Power Point

### **Multimedia Authoring Tools:**

Sound Forge

Adobe

Premier

Adobe After

Effects

### **Operating System Known:**

Windows

10.01 Mac OS

## **CAREER HIGHLIGHTS & WORK EXPERIENCE:**

Presently working in Saket Hospital, Agra as a TPA and Admin Coordinator

Designation: TPA and Admin Coordinator

Exeperience: March 2021 to Present

Nine Months Exeperience in Dr. Kamlesh Tandon Hospital & Test Tube Baby Centre, agra  
as a assistant Manager(Admin & Management)

Designation: Assistant Manager

Exeperience: MAY 2020 to FEB 2021

One and half year working experience in EASY POLICY INSURANCE WEB  
AGGREGATORS Pvt Ltd. Noida.

Designation: Business Acquisition Specialist

Experience: Jan 2019 to April 2020

**Three Year working Exeperience in Pushpanjali Hospital agra as a Networking Executive**

**Designation:Networking Executive Deptt. Of ECHS**

**Experience: Dec 2015 to Sep 2018**

**One year experience in Sea news network pvt. Ltd.,agra as a creative editor in FCPSoftware**

**Nine Month Exeperience in Serco BPO Global Services Pvt. Ltd., Agra in SBI Process as a CSA**

**One year exeperience in Mahendra's educational pvt. Ltd., Haridwar as a Executive**

**Achievements:**

I got a certificate & a gold medal for standing first in '*BhartiyaSanskritiGyanPariksha*' in 2002 from *International GayatriPariwarShantikunjHaridwar(India)*" at AGRA level.

I got a training certificate for "*Business Skill Development Programme*" from MSME.

I got a participation certificate for "*Annual Tech fest Prajjwalan2011*" from College.

I got a training certificate for *project "Online Shopping" which is an online project and It is given by Software Management Solution which is a leading software company in Noida(India).*

**Personal Attributes:**

- Possess willingness and preservance to learn , adapt and succeed in challenging situations.
- Team oriented and can do the job entrusted to the best of my ability and with responsibility.
- Confident in organizing.
- Can easily adjust to situation in a group.
- Good in grasping and self confident

**PERSONAL INFORMATION:-**

Date of Birth	:	04/05/1992
Marital Status	:	Unmarried
Hobbies	:	Playing Chess
Address	:	53/181 Nagla Chhaua, Idgah Colony, Agra- 282001.

Place: Agra

Date:

(Amit Kumar)

