

# SAURAV KUMAR

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## OBJECTIVE

**SECURE A RESPONSIBLE CAREER OPPORTUNITY TO FULLY UTILIZE MY TRAINING AND SKILLS, WHILE MAKING A SIGNIFICANT CONTRIBUTION TO THE SUCCESS OF THE COMPANY.**

## EXPERIANCE

**SENIOR PROCESS ASSOCIATE • GENPACT • 28<sup>th</sup> SEP 2022 – 10<sup>th</sup> may 2025**

## SUMMARY OF PROCESS

### **\* GENPACT - Principal Finance Group\***

Principal Global Services is a financial investment management and insurance company. It offers business, individuals and institutional clients a wide range of financial products and services, which includes Retirement, Investment and Insurance through its diverse family of financial services companies. Principal acquires Wells Fargo institutional Retirement and Trust in April 2019 & outsourced retirement process to Genpact India (Gurugram). At Genpact we cater to IRT and RIS verticals and process financial and non-financial requests along with that we also do recordkeeping and corrections.

**Money In** team caters to the new Enrollment, Beneficiary, Loan payoff/Repayment, Rollover fund transfer and Indicative changes requests received from Plan Participants.

## PROCESS EXPERIENCE

- Process loans.
- Enroll the new participant into plan and maintain participant data up to date
- To be handle client emails quires.
- Transfer funds from one qualified Plans to another qualified plans.
- Query resolution of processing team and obtaining essential information of processing from client.

## ROLE AND RESPONSIBILITY

- Currently Working in Money IN Team as a Processor under Retirement Domain
- Good understanding with Teams.

- Cross trained in different work types.
- Work in specific task like- Quick fix and Affiliate.
- Handling the queries.

## SKILLS

- A quick Learner with the ability to work under pressure and meet deadlines.
- Good in MS Office (MS Word, MS PowerPoint, MS Excel)
- A good sports person with high level of commitment, dedication and ability to win in any consequences.
- Hardworking and Punctual on my work.
- Ability to Multitasking.

## EDUCATION

### MATRICULATION

FROM CENTRAL BOARD OF SECONDARY EDUCATION (2015)

### SENIOR SECONDARY

STREAM: ARTS

FROM CENTRAL BOARD OF SECONDARY EDUCATION (2017)

### GRADUATION

B.A (programme) FROM DELHI UNIVERSITY (2020)

## Personal Details

Father Name	Dev Kant Jha
Date of Birth	22/05/1997
Gender	Male
Marital Status	Single
Language Known	English and Hindi

Declaration I hereby declare that all the above information provided is true and best of my knowledge.

Place: .....

Date: .....

(Saurav Kumar)