

SUJITH.S

B.Com (Bank Management)

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Objective

To obtain a career opportunity that will help me to learn, perform, excel and to prove my talent effectively in the Competitive environment. To being as a part of good company and also serve talents to the company's development.

Technical Skills

- ☐ Operating System : Windows XP,7,8
- ☐ Packages : MS-Office, Excel.

Academic Record

Qualification	Institute	Board / University	Year of Completion	% marks
High School (10th)	Amritha Sanskrit Higher Sec. School	Government Of Kerala	2005	70%
+2 (Commerce)	Amritha Sanskrit Higher Sec. School	Government Of Kerala	2007	88%
I.T.I (Surveyor)	Sivaraja Pillai Memorial ITC	Government of Kerala Industrial Training Dept.	2009	82%
B.Com (Bank Management)	Tamil Nadu Open University	Tamil Nadu Open University	2019	90%

ROYAL SUNDARAM GENERAL INSURANCE

Customer Service Associate (20th June 2022 -28th Dec 2022)

Roles & Responsibilities

- Handling e- mails that are related to insurance non - claims and claims (Motor and Non - Motor).
- Correspond with customers regarding claim status , claim coverage etc.
- Raise tickets on timely manner and resolve customer's issue.
- Responsible for completing the task within expected time.

STAR HEALTH AND ALLED INSURANCE

Team Leader (01st Apr 2019 - 03rd Nov 2020)

Roles & Responsibilities

- Coach the team members on achieving goals & developing necessary skills to obtain organizational goal.
- Lead & motivate the team.
- Care for the health, safety & welfare of our peoples in organization.
- Managed & controlled daily operation of the department.
- Co-ordinated with other departments & trained new hirer.
- Attending & responding mails according to the mail flows.
- Managed team of 9 members hiring, training & professional growth of employees.
- Motivating & handling south zone approved IRDAI (Tamil Nadu & Kerala).
- Managing Agent performance report on a daily, weekly, monthly, quarterly & for the financial year.
- Communicating with the branch heads and zonal heads via mail & phone to resolve the issues of the agents.

Officer (12th Jul 2016 - 31st Mar 2019)

- Communicating to the agents regularly.
- Maintaining proper Excel for the concerned job.
- Informing the issues to the concerned team & resolve the issues receiving from agent.
- Providing proper information & guidelines to the agents according to the IRDAI Rules.
- Supporting agents & motivate them to the desired result of organization.
- Creating Agent codes according to the IRDAI rules.

Competencies

- Good communication, comprehension, and presentation skills.
- Organized and well-structured at work.
- Honest, Sincere, and a Hard Worker with a high level of Integrity.

Professional Skills

- Skilled in keyboard and ability to navigate multiple screen.
- Can work independently and exercise judgment and initiative.
- Able to analyze and interpret multiple data.
- Active team participant and a quick learner.
- Always has positive and friendly attitude.
- Can adapt myself to environment and comfortable is completing any given task to the level of mine and my supervisor's satisfaction.

Personal Data:

Name	:	SUJITH.S
Father name	:	SUKUMAR
Sex	:	Male
Date of Birth	:	24-05-1990
Nationality	:	Indian
Marital Status	:	Single
Languages Known	:	English, Malayalam, Tamil & Hindi.
Permanent Address	:	Charuvilaputhenveedu, Vilavoorkonam, P.O, Kalluvathukkal, Kollam-691578, Kerala.
Current Address	:	No.08/26, Bharathidasan street, Nehru nagar, Velachery, Checkpost, Chennai-600042.

Declaration:

I declare that the above particulars are true, correct, and complete to the best of my knowledge. I am also confident of my ability to work in a team.

Date:

Place:

(SUJITH.S)