

PRABHU M

SUMMARY

An Enthusiastic, Innovative, Flexible, and Self-disciplined individual seeking an opportunity to play a challenging and creative role with a commitment to company excellence.

EDUCATION

- Master Of Business Administration (Finance and Human Resource) from KS Rangasamy College of Technology with 65%
- B.SC (Information Technology) from SSM College of Engineering with 67%
- HSC from Adharsh Vidyalaya Hr Sec School with 63%
- SSCL from Adharsh Vidyalaya Hr Sec School with 77%

SKILLS

Programming Language: C, C++, JAVA, HTML

Software Skills: MS Office, Tally ERP9

Other Skills: Hardware, Software Installation, and network troubleshooting

INDUSTRY EXPERTISE

Time Management



Interpersonal Communication



Decisiveness



Delegation



Team Management



STRENGTHS

- Self- Confidence
- Hard Working
- Ability to adapt to any environment

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8667013058.

Permanent Address:

42,Paalikaddu Thottam,
Sangarapalayam (Post),
Anthiyur (Taluka),
Erode -638501.

Personal Details:

Father's Name : Mr. G.Manivel
Mother's Name : Mrs. M.Rasamani
Date of Birth : 07.04.1991
Age : 32 Years
Gender : Male
Marital Status : Unmarried
Blood group : A2+
Nationality : Indian

LANGUAGES

Tamil
Native



English
Proficient



EXPERIENCE

Branch Manager @ Carifer Technologies PVT Ltd

From Feb 2022 to Present

Function of the Role

- Branch & Infrastructure maintenance & upgradation.
- Staff attendance & leave approvals.
- Accounts management
- Develop marketing strategies.
- Employee management & employee welfare.
- Conducts Performance Evaluation that are timely & constructive, providing recommendation for promotion & appraisal
- Payroll Process
- Address Customers & Employee Satisfaction issue promptly.

Associate @ Bharti Axa General Insurance Co.Ltd

From Jan 2018 to Dec 2019

Function of the Role

- Receive all inward documents and to sign the same in register. To open and affix date stamp and to instruct the back office by writing on the same with signature, name and time of receipt.
- Open a physical file & register the claim on receipt of Summons / AIR intimated TP Claim / OD intimated TP claim. To keep once copy of the policy downloaded from the system in the file affixing round seal and clearly mentioning office copy and to send one copy of the policy by affixing round seal and for seal with signature of the legal officer mentioning as "true copy" and dispatching to advocate along with Petition copy.
- Set the default reserve of Rs.2, 00,000/- in injury claims & Rs.7, 00,000/- in fatal claims and Rs.1, 00, 000/- in TPPD claims. TAT for approval of default reserves with claim handler id and Third party column within 5 working days after intimation from call Centre.
- Confirm compliance of CBC and CP clearance.
- Appoint & issue letters to investigators. To appoint advocates
- Send RPAD letters to insured for all cases not registered out of OD intimation.
- Efforts to obtain investigation report within 60 working days' time with additional information of property owned by insured in cases where statutory defense is available.
- All potential TP Claims (ODTP) to be closed when no summons is received as dealt in earlier section.
- Send copy of investigation report to dealing advocate.
- Categorize the case as Defense or Compromise and enter the same in system and in file.
- Regular follow ups and review with advocates and also obtain their opinion if any.
- Reserve to be modified when there is additional information on liability.
- Ensure to obtain deposit proof of payment from dealing advocate and place it in file
- Maintenance of MIS, data at all times and providing as and when required.

Branch Manager @ Manappuram Finance Limited

From July 2016 to Jan 2018

DECLARATION

I hereby declare that the above information is true to the best of my knowledge.

Date:

Signature