

Curriculum Vitae

ROHIT SONI



VITALS

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- Insurance Process-handling

Currently working as
Process Executive-3 at
PATRA INDIA Pvt Ltd.

PERSONAL SKILL

- Interpersonal skill
- Team work
- Strong communication skill
- Flexibility
- Analytical skills
- Ability to deal with people

COMPUTER SKILL

- HTML, CSS, JS
- React JS
- Basic DSA (java)
- Microsoft word
- Microsoft Excel
- Power Point
- AutoCAD

Team -oriented professional who works effectively with all levels of employees in cross-function teams

KEY RESPONSIBILITIES

Solicitations – To prepare and send a formal request for Renewal of policy to insurance broker/agent containing all requirements, flyers and documentations.

Renewal List and Clearence – To Pull the list containing month wise data of Client/insured from Agency information manager application and handle procedure of creating its Renewal files in ImageRight as per branch requirement. Also handling of certificate of insurance in corresponding files.

RENEWAL FOLLOW-UPS – Scheduled sending of solicitation follow-ups mails to the client if the requested requirement is not received on due date.

QUALITY AUDITING – Process auditing on all the assigned and worked files and consolidate failed test cases data in the QA tracker.

Management work-assistance –

- Manpower management & distribution of task accordingly
- To assist trainees and junior PEs of SOP and standard practice.
- To check Renewal listing process and update list tracker files.
- To maintain good relation with client consultant.

Softwares and Applications – AIM : agency information manager, ImageRight, RDP(remote desktop), citrix

EDUCATIONAL QUALIFICATION

DEGREE/ CERTIFICATE	INSTITUTION/ BOARD	YEAR OF PASSING	CGPA/ PERCENTAGE
B.E (MECHANICAL)	CSVТУ	2018	71.32%
HIGHER SECONDARY	SHAKUNTALA VIDHAYALAYA	2014	70 %
SECONDARY	SHAKUNTALA VIDHAYALAYA	2012	81.33%

EXPERIENCE

- 2 year 7 month experience in PATRA INDIA LIMITED as Process Executive.
- 1 year 3 month experience in TECKY TUTOR as Customer service Representative and teaching assistant.

PERSONAL DETAILS

- NAME : MR. ROHIT SONI
- DOB : 04-JULY-1997
- LANGUAGE : ENGLISH, HINDI, BHOJPURI & CHHATTISGARHI
- HOBBIES : Driving bike, Reading, writing and movies.
- MARITAL STATUS: unmarried