

Mohd Rehman

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Job Objective:

Looking forward for an Opportunity that offers a challenging stimulating environment to work in & provide scope for an individual development and offers scope for long term personal development & Career growth.

EXPERIENCE SUMMARY:

Worked with **MetLife GOSC Pvt. Ltd., Noida** as a **Senior Associate** from Feb 2011 to May 2023

RESPONSIBILITIES:

Project: Access Management

- Review the request received on Access Central, CPAM and service now platform for application access.
- Reject/Approve the application access to user's basis on SOP.
- Review the auto generated half yearly log for re-certification of application access and approve/reject the required requests.
- Provide the basic access (Email, Metnet) to the Farmers co. employees.

Project: Global Learning and Development

- Communicate with Stakeholders, Clients (USA) regarding about L&D reports.
- Prepare reports (in Excel and PowerPoint) for completion and assignments of e-learning courses globally.
- Delivering reports to the Stakeholders and advice necessary action/steps to ensure completions of mandatory trainings.
- Responsible for generate and distribute daily and weekly performance reports, periodic data analysis to identify root cause and other reports as requested.
- Prepared Adhoc requests as per client requirements.

Project: LNB Indexing & ASK_IDG

- Received the requests on email for policy creation along with documents.
- Create new Policy as per the received documents.
- Indexing the documents to the existing policy number.
- Work on all escalations and requests comes from stateside partners.
- Work on all requests comes from other teams involves in Life New Business area.
- Ensure smooth work flow for Entire Life NEW Business Area.
- Handling Client Escalations and resolved them with detailed RCA

TECHNICAL SKILLS:

- MS Excel, Power point and Outlook

- Basic Knowledge of Power BI and VBA
- Good Typing Speed in Alpha and Numeric

EDUCATIONAL CREDENTIALS:

Course	University/Board	Year
BA	Delhi University	2008
12th	C.B.S. E	2005
10th	C.B.S. E	2003

Strengths:

- Positive Attitude
- Hardworking ability & Punctual
- Good Team Player

PERSONAL DETAILS:

- Father Name Mr. Noor Mohammad
- Date of Birth 20th Feb 1986
- Marital Status Married
- Languages English & Hindi
- Address Houe No- 1851,3rd Floor, Street Wazir beg, Turkman Gate
Delhi-6
- Hobbies Reading religious books, Playing and watching cricket

Date:

Place:

(Mohd Rehman)

