

## PROFILE

To be associated with an organization which is known for continued excellence that gives me the scope to utilize my potential & offers me a consistently positive atmosphere to learn new technologies and implement them for the betterment of the organization.

## PROFESSIONAL EXPERIENCE

11/2022 – present  
Gurugram, India

**Xceedance**  
Process Expert

Worker Compensation.

1. Conduct final premium audits on workers' compensation policies, review documentation, and communicate with policyholders and agents to verify classification codes and payroll.
2. Summarize audit findings using company software, create worksheets to verify payroll, and provide justifications for classification codes.

Worked in Property Insurance Renewals and Endorsements

1. I possess a comprehensive understanding of the insurance business, encompassing the entire lifecycle of operations. I have been actively involved in assessing and analysing insurance policies, underwriting information.
2. In my professional capacity, I've acquired valuable expertise in overseeing policy renewals and managing mid-term changes, showcasing a deep understanding of the intricacies inherent in these processes. This involves efficiently navigating the renewal procedures and facilitating seamless adjustments to policies during the policy term.
3. Furthermore, my proficiency in handling renewals and mid-term changes has been honed through direct training sessions conducted by US clients (BHHC). This training has not only elevated my technical skills but has also furnished me with a nuanced understanding of the specific requirements and standards prevalent in the USA insurance market.
4. Addressing & discussing the process issue with the client Auditing of client work to meet filing deadlines.
5. Delivered training programs for new resources.

2019 – 2022  
Varanasi, India

**Bachelors of Arts**  
Mahatma Gandhi Kashi Vidyapeeth

2019

**Class 12**  
BBOSE

2015

**Class 10**  
S.G. Public School

## STRENGTH

- **Adaptable and quick learner**
- **Good communication skills**
- **Hardworking, Patience & leadership Quality with a long-term vision**
- **Analytical and detailed oriented**
- **Flexible and level-headed in extreme work pressure**



## CERTIFICATE

- Introduction To Microsoft Excel
- Basics Of Insurance



## AWARDS

- Precious Gem Award
- Star Accuracy Award



## DECLARATION

I do hereby declare that the particulars of information and facts stated above are true to the best of my knowledge and belief.

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**Aman Kumar Gupta**  
Delhi