Mohan .A

19-06-1999
+91 8056308404 ✉ mohanambi00@gmail.com

Profile

Dedicated and detail-oriented Insurance Supervisor with extensive experience in task assignment, client communication, and report analysis. Seeking to leverage my skills in a dynamic and challenging environment to contribute to the success of an organization.

Skills

Client Communication and Relationship Management

Error Analysis and Quality Assurance

Work Experience

12/2019 – 08/2022   PONDICHERRY, INDIA
Executive [Insurance Department]
Datamatics private limited

- Assign tasks to team members by distributing case IDs, ensuring efficient workflow and timely completion of assignments.
- Communicate with clients to clarify case-related doubts, providing accurate and timely information to team members.
- Analyze errors and discrepancies in case handling, ensuring quality and accuracy in all processes.
- Finalize detailed reports in Excel, highlighting key findings and areas for improvement.
- Submit comprehensive reports to the manager, facilitating informed decision-making and strategic planning.

Education

06/2013 – 04/2014   PONDICHERRY, INDIA
SSLC
Vivekanandha Higher secondary school
Percentage : 74%

06/2015 – 03/2016   PONDICHERRY, INDIA
HSC
Vivekanandha Higher secondary school
Percentage : 62%