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## SUMMARY

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

- Team Leadership and Task Management
- Client Communication and Relationship Management
- Error Analysis and Quality Assurance
- Report Preparation and Data Analysis (Excel)
- Strong Organizational and Time Management Skills

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## EXPERIENCE

December 2019 - August 2022

**Executive [Insurance Department] Datamatics private limited |**  
Pondicherry, India

- 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 AND TRAINING

April 2019

**BBA | Business Administration**  
Saradha Gangadharan College, Pondicherry

- 49 CGPA

## LANGUAGES

**Tamil:** First Language

**English:** C1

Advanced (C1)

**Hindi:** A2

Elementary (A2)

## STRENGTHS

- Leadership
- Communication
- Analytical Skills
- Attention to Detail
- Time Management
- Proficiency in Excel