





Important

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Summary

Jump to Section

Enthusiastic and dynamic professional, with around 5 years of Customer Service experience in Insurance domain, capable of spearheading teams to work collaboratively towards desired outcomes

Work Experience

Excellent Insurance Broking Services Limited as Assistant Manager Aug 2010 to Jun 2015

Work Experience | Education | IT Skills |

Role:

Assistant Manager - General Insurance (Underwriting & Claims)

01/2014 - 06/2015,

In Claims, Arbitration and negotiations with insurer and insured towards settlement of claims.

Underwriting role involved follow-up with insurers for quotations and forwarding Policy document to client after scrutiny.

Issued Nodal Agency Certificate for Engineering and Workmen Compensation Insurances of Government Projects after validation.

Tasks:

In Claims, Arbitration and negotiations with insurer and insured towards settlement of claims.

Underwriting role involved follow-up with insurers for quotations and forwarding Policy document to client after scrutiny.

Issued Nodal Agency Certificate for Engineering and Workmen Compensation Insurances of Government Projects after validation. Role:

Underwriter - Engineering Insurance

03/2011 - 12/2013,

Underwriting involved Floating quote enquiries to insurers, Obtaining quotations from insurers, Comparison of quotations, Suggesting suitable coverage to the client, Collecting and Remitting premium, Obtain Policy document and then forward the same to client after thorough scrutiny.

Issued Nodal Agency Certificate for Engineering and Workmen Compensation Insurances of Government Projects after validation.

Role:

Associate - Claims Team

08/2010 - 02/2011,

Processed Claims of Motor Vehicles, Fire, Theft, Engineering & Workmen's Compensation, Personal Accident Insurances etc. of the entire clientele.

Guided insured throughout the process till the claim is settled.

Assessed and validated the settlement amount.

^ Back to Top

Education

UG: B.Tech/B.E (BioTechnology) from Gokaraju Rangaraju Institute of Engineering and Technology, Hyderabad in 2010

Scrum Master Certified (SMC) IT Business Analyst Training

^ Back to Top

IT Skills

Skill Name	Version	Last Used	Experience
Python		2020	0 Year(s) 0 Month(s)
TABLEAU		2020	0 Year(s) 0 Month(s)
JIRA		2020	0 Year(s) 0 Month(s)
MS Visio		2020	0 Year(s) 0 Month(s)
Balsamiq		2020	0 Year(s) 0 Month(s)
AXURE		2020	0 Year(s) 0 Month(s)
MS Office Suite		2020	0 Year(s) 0 Month(s)

^ Back to Top

Languages Known

Language	Proficiency	Read	Write	Speak
English	Proficient	✓	✓	✓
Telugu	Proficient	✓	✓	✓
Hindi	Proficient	✓	✓	✓

^ Back to Top

Affirmative Action

Work Authorization

Category: General Job Type: Permanent / Temporary
Physically Challenged: No Employment Status: Full time

^ Back to Top

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