

CURRICULAM VITAE

CHETAN RAMESHBHAI BARAPATRE

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OBJECTIVE: To get personal and professional improvement by applying my skills in professionally managed company. If you favor me with as appointment I shall do my best to work to the entire satisfaction of my superiors.

SKILL SET: Good claim management skills, Strong process capability and Documentation skills, Strong verbal & written communication skills
Good interpersonal effectiveness & great idea along with customer orientation, Good at conceptualizing & executing given task

EDUCATION:

DEGREE	BOARD/UNIVERSITY	YEAR OF PASSING	CLASS OBTAINED
B.COM	GUJARAT UNIVERSITY	2009	PASS
H.S.C	GHSEB	2006	59.43%
S.S.C	GSEB	2004	59.87%

PROFESSIONAL EXPERIENCE :

Company Name: Khushbu Sales (Pvt) Ltd.
Duration: April 2007 to July 2011.
Designation: Warehouse Manager
Location: Ahmedabad.

Company Name: NB Link Compunet (Pvt) Ltd.
Duration : July-2011 To Dec-2015
Designation : Ass. Business Manager (Sales Marketing)
Location : Ahmedabad

Company Name: Absolute Insurance Surveyors & Loss Assessors (Pvt) Ltd.
Duration : Dec-2015 To Oct-2017
Designation : Sr. Executive (Insurance Claim Processing)
Location : Ahmedabad

Company Name: Willis Tower Watson Insurance Broker Pvt Ltd.
Duration : Oct-2017 To Till Date
Designation : Claim Managment Executive
Location : Ahmedabad

Job Profile:

1. Manage claim like Mediclaims, Marin, Motor & Fire
2. Providing advice on making a claim and the processes involved
3. Processing new insurance claims notifications
4. Collecting accurate information and documents to proceed with a claim
5. Analysing a claim made by a policymaker
6. Guiding policyholders on how to proceed with the claim
7. Monitoring the progress of a claim
8. Investigating potentially fraudulent claims
9. Identifying reasons why full payment may not be made
10. Ensuring fair settlement of a valid claim
11. Building relationships with loss adjusters, forensic accountants and solicitors, as well as other legal and claims professionals
12. Handling any complaints associated with a claim
13. Involvement in loss adjusting activities and in legal discussions relating to Settlement.
14. Visit the Insurance company & Surveyor for claim settlement & submission.

Computer Knowledge:

MS-DOS, MS Office 2008, Windows 2008, Windows XP, Libre Office 5.2, E-mail

LANGUAGES KNOWN :

Gujarati, English, Hindi, Marathi

PERSONAL DETAILS :

Date of Birth : Feb 09, 1988

Sex : Male

Marital Status : Married

Nationality : Indian

Interests : Traveling, Listening to Music

I hereby declare that the above information is true to the best of my knowledge and may be verified. Original certificate will be presented as required.

Chetan Barapatre