

# RONAK HITESHBHAI KOTHARI

**Contact No.:** +91 94081 09829

**E-Mail:** rhkothari6@gmail.com

## ➤ Career Objective:

To give my best in my professional pursuit through hard work, skill & research for overall benefit & growth of the company which provides an environment that will enhance my knowledge and career respectively.

## ➤ Academia (Throughout English Medium):

EXAMINATION	YEAR	BOARD / UNIVERSITY	INSTITUTION	%
<b>Class X</b> S.S.C.	2009	GSEB	Carmel Convent High School, Junagadh.	62.77%
<b>Class XII</b> H.S.C. (Commerce)	2011	GSHSEB	Swami Vivekananda Vinay Mandir, Junagadh.	48.53%
<b>Bachelor of Commerce</b>	2014	Saurashtra University, Rajkot.	Patel Kelavani Mandal College of Technology & B.Ed., Junagadh.	69.85%
<b>Bachelor in Legislative Law</b>	2017	Saurashtra University, Rajkot.	Law College, Junagadh.	58.1%

## ➤ Key Skills:

Legal

I am very co-operative, friendly and confident person.

Hard working and honest.

## ➤ Career Highlights:

**Current Organisation :** Reliance General Insurance Company Ltd

**Role :** TP Claims Investigation Manager

**Tenure :** 10/10/2022 to Present

**Location :** Ahmedabad

Working as TP Investigation Manager in Reliance General Insurance Company Ltd. To allocate Fresh/New Cases to vendors/investigators, to review Investigation Reports, to search for fraud & loss minimization cases, to search for Misrepresentation of Facts, to convert suspected fraud into concluded fraud & to make it into certified fraud, to stop & control fraud, to take follow up from investigators regarding new allotted cases, to take follow up from investigators regarding previous pending documents, to make ITR verification from concern allotted person, to make Medical Bills verification from concern allotted person, to check from IIB site, to check OD claim status & to check our Insured has taken OD coverage, to check Policy in system regarding covering Date of Loss also TP coverage & PA Claims, to file RTI to procure specific documents to concerned department, to file police complaints at SIT & CID Crime Branch to stop & control fraud matters.

**Past Organisation 1** : ICICI Lombard General Insurance Company Ltd  
**Role** : TP Claims Investigation Manager  
**Tenure** : 30/09/2021 to 08/10/2022 (1 Year & 1 Month)  
**Location** : Ahmedabad

Working as TP Investigation Manager in ICICI Lombard General Insurance Company Ltd. To allocate Fresh/New Cases to vendors/investigators, to review Investigation Reports, to search for fraud & loss minimization cases, to search for Misrepresentation of Facts, to convert suspected fraud into concluded fraud & to make it into certified fraud, to stop & control fraud, to take follow up from investigators regarding new allotted cases, to take follow up from investigators regarding previous pending documents, to make ITR verification from concern allotted person, to make Medical Bills verification from concern allotted person, to check from IIB site, to check OD claim status, to check Policy in system regarding covering Date of Loss, also to check our Insured has taken OD coverage or TP coverage & PA Claims.

**Past Organisation 2** : SBI General Insurance Company Ltd

**Role** : Legal Executive & Translator from Gujarati to English Language  
**Tenure** : 26/08/2019 to 29/09/2021 (2 Years & 1 Month)  
**Location** : Ahmedabad & Mumbai

Worked as a Legal Executive in SBI General Insurance Company Ltd previously at Ahmedabad & Mumbai. To look after MACT Third Party Claims, to review MACT & WC Claims Files whether accident has been occurred or it has been implanted to claim for fake compensation, to check & review old & new files, to check whether policy is valid & verified during time of accident & also all other documents are valid, verified & covering date of accident during time of accident & if it is not then to make it arrange from Investigator with evidential proof, to update all relevant details in system, to reply the query raised by Company Panel Advocate, to reply to notices or questions create by Company Panel Advocate, to attend court on hearing for the purpose of to give Evidence, to Exhibit any documents on behalf of Company as a Company's representative, to give advice, instructions or suggestions to the company panel advocate regarding cases to ensure that MACT & WC Cases filed against our company has been handled effectively & strongly by Company Panel Advocate, also to provide Written Statements by taking necessary & specific plea/defence & hand over it to Advocate to submit in court, Affidavits, to update court cases portal of company & provide it on stipulated time & also to settle the case in court before Honorable National Lok Adalat & also in routine days. And also to translate Consumer Summons/Notices, Petitions, Orders/Judgements/Awards/Decrees from Gujarati Language to English Language also to check our Insured has taken OD coverage or TP coverage & PA Claims.

**Past Organization 3** : Iffco Tokio General Insurance Company Ltd

**Role** : Legal Executive  
**Tenure** : 02/07/2018 to 29/03/2019 (09 Months)  
**Location** : Ahmedabad

To look after MACT Third Party Claims, to review MACT & WC Claims Files whether accident has been occurred or it has been implanted to claim for compensation, to check & review old & new files, to check whether policy is valid & verified during time of accident & also all other documents are valid, verified & covering date of accident during time of accident & if it is not then to make it arrange from Investigator with evidential proof, to update all relevant details in system, to reply the query raised by Company Panel Advocate, to reply to notices or questions create by Company Panel Advocate, to attend court on hearing for the purpose of to give Evidence, to Exhibit any documents on behalf of Company as a Company's representative, to give advice, instructions or suggestions to the company panel advocate regarding cases to ensure that MACT & WC Cases filed against our company has been handled effectively & strongly by Company Panel Advocate, also to provide Written Statements by taking necessary & specific plea/defence & hand over it to Advocate to submit in court, Affidavits, to update court cases portal of company & provide it on stipulated time & also to settle the case in court before Honorable National Lok Adalat & also in routine days also to check our Insured has taken OD or TP coverage & PA Claims.

**Past Organization 4** : ICICI Prudential Life Insurance Company Ltd  
**Role** : Financial Services Consultant  
**Tenure** : 25/11/2017 to 30/06/2018 (07 Months)  
**Location** : Junagadh

To sell Life Insurance products to walking customers in Bank.

**Past Organization 5** : SMT.R.S.Kalaria Primary School  
**Role** : Clerk  
**Tenure** : 22/12/2016 to 24/11/2017 (11 Months)  
**Location** : Junagadh

Worked in an Administration Department to do work like filling documents, taking care of Admission Forms, to do admission process, to maintain GR Register, to do an online entry in a computer & all other works related to an administration.

➤ **Personal Information:**

- **Name** : Ronak Hiteshbhai Kothari
- **Date of Birth** : November 06,1991
- **Gender** : Male
- **Father's Name** : Hiteshbhai Balvantrai Kothari
- **Nationality** : Indian
- **Marital Status** : Unmarried
- **Languages Known** : English, Hindi & Gujarati
- **Hobbies** : Make new friends, listen music
- **Address** : J-901, Swaminarayan Park-2,  
B/H G.B. Shah College,  
Vasna, Ahmedabad - 380007.
- **ContactNo.** : +91 9408109829 / +91 9408575728

➤ **Declaration:**

I declare that the above facts given by me are true to the best of my knowledge and belief.

(Ronak Kothari)