

Devangeeni Panchal

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Permanent Address:

C/44,526, Shreenath Appartment,
Nr.Vyasvadi, New Vadaj, A'Bad.

Communication Address :

O-105, Sun Real Homes
At the end of GST Bridge, New Ranip, A'Bad.

Career Objective:

To get an opportunity which involves work areas that require creativity, offer challenges and provide prospects to explore learn and utilize my skills and experience in every field.

Professional Experience:

1. **Working as Jr. Executive in Bajaj Allianz General Insurance Co. Ltd. (On Roll Job) since August 2019**

Responsibilities Areas:

- Scrutiny of insurance documents received at branch
- Processing and issuance Health Policies of Individuals and Corporate Clients
- Handling Policy Dockets to process in system
- Policy related function as accepting proposals from Internal & External Customers.
- Proactive Follow up with Internal & External Customers for resolution of the discrepancies
- Banking of cheques & Deposit slip generation
- Co-ordination with central-operation team for the policy issuance and discrepancy resolution.
- Ensuring implementation of Standard Operating Procedures (SOP's) and its adherence.
- Preparation of MIS & other data required by the Management

2. **Worked at Axis Bank Limited at Gujarat Head Office (From Oct. 2012)**

As MIS Coordinator (On the Payroll of Vijeet Facility Management (P) Ltd.) Responsibilities Areas:

- Making all Sales reports of more than 185 Branches of Gujarat State and 600 Branches of West Region (Which Includes Gujarat , MP & Maharashtra)
- Designing and making contests for Branches and publishing their MIS regularly.
- Coordinating with Cluster Heads, Branch Heads, Operations Head & Branch Team of Gujarat State for their Sales and Operation work.
- Good skill of making Presentations for State Head & other Senior Functionaries

3. **Stock Market Advisory Firm (May 2010 to Feb. 2012) - As Tele Caller**

Educational Qualification:

Degree	From	Passing Year
M.Com.	Gujarat University	2012
B.Com.	Gujarat University	2009
H.S.C.	Gujarat Board	2006
S.S.C	Gujarat Board	2004

Personal Information:

Date of Birth: 21st Nov. '88
Gender: Female
Marital Status: Unmarried
Languages Proficiency: English, Hindi, Gujarati

SELF ASSESSEMENT/Key Skills:

- Confident, self-motivated, result-oriented and highly perseverant
- Enjoy taking on new challenges that help me enhance my knowledge & skills.
- Good verbal and written communication skills
- Interest in accumulating a variety of experience for polishing my knowledge.
- Comprehensive problem solving abilities and Quick Learner
- Expertise in MS Office.

I hereby declare that the information given above is correct and true to the best of my knowledge and belief.

Date: 16 December 2020
Place: Ahmedabad

Devangeeni Panchal