

Resume

Sanket Rathod

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OBJECTIVE

A positive-thinking, result-oriented and team-spirited Individual seeking a challenging role where my communicational/interpersonal skills and work experience can contribute to organizational goals and objectives.

WORK EXPERIENCE

ACE Insurance Brokers Pvt Ltd.

Mar, 2022 – Till date

Job Title: Executive

Job description:

Appointed and working at Adani Group for handling Employee Benefit policies i.e. Group Medi Claim, Group Personal Accident & Overseas Mediclaim Policy of Adani Group's 175 SBUs under Sr. Manager (Insurance).

My Job Profile Includes:

- Preparation and finalization of Renewal data from Various EB Policies Renewals.
- Monthly & Fortnightly Employee data Endorsements under EB policies.
- Maintenance of Policy, Endorsement Data MIS.
- Submission of MIS to Insurance & internal stakeholders.
- Maintenance and monitoring of CD account.
- Accounting & booking of expenses with respective SBUs.
- Reconciliation of fortnightly Payments.
- First point of contact for Adani Employees for hassle free GMC claim Experience.
- Coordination with HR team, TPA, Broker, Insurer & Hospitals for timely claim approval.
- Monthly review of EB policies claims and follow-up with employees/TPA for claim settlement.
- Handling claims Escalation which is Pending or not Settle from TPA / Insurance Company.

Liberty General Insurance Ltd.

April 2020 – Feb'22

Job Title: Sales Associate (Banca Channel)

Job description:

New business Generation from Mass Finance, Aditya Birla Finance, Reliance Securities, and other Financial Institutions through Banca Channels with respective channel partners.

My Job Profile Includes:

- Set targets for the channel Partners across Ahmedabad, Mehsana, Surat & Rajkot and to preparation of route path to ensure their achievements.
- Motivate the team for generating the new businesses for Property, Health insurance, Motor Insurance etc. by generating new leads & cross selling as well.
- Responsible for policies Booking and coordination with Insurer for claim servicing.

Job Title: HR Administrator

Job description:

Manage the HR operation for outsourced man power for various companies, posted at various locations working on Modern Business Solution’s payroll.

My Job Profile Includes:

- Profile Shortlisting, Interview arrangement and finalisation of candidature.
- On-boarding & off-boarding of employees.
- Time office Management.
- Comply the Co’s policies and government regulations.
- Employee’s grievances redressal.
- Payroll including PF & ESI.
- WC Policy / EB policies claims and follow-up with employees/TPA for claim settlement.
- Employee Data file/MIS.

Academic Qualification:

- Graduate with B.A from Gujarat University in 2014.
- H.S.C. from Gujrat Board in 2006.
- S.S.C from Gujrat Board in 2003.

Computer Literacy

- Good work efficiency in MS Word, Power Point & Outlook.
- Excellent command on MS Excel.

Personal Information:

- Date of Birth: Dec 6, 1986
- Marital Status: Married
- Hobbies: Listing to Music, Traveling,
- Language Proficiency: English, Hindi, Gujarati
- References: Will be provided upon Request

DECLARATION

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

Date:
Rathod)

(Sanket

Place: