**ANEESH KURUP**

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***Mobile***: 8000616911

***Email*** : [aneeshkurup13@gmail.com](mailto:aneeshkurup13@gmail.com)

***Career Objective:***

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* To play a prominent role in the operations department of a professionally managed organization by leveraging my skills & best efforts for the utmost satisfaction of my supervisors by achieving various Organizational goals.

***Key Skills:***

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* Operations Management,
* Back Office,
* MS Office Suite.

***Work Experience (4 Years & 10 Months):***

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***1) Unisafe Insurance Brokers : (Broker)***

**Designation** : Claims Executive

**Job Duration :** 01th December 2017 to Till Date

**Job Responsibilities :**

* Appointing Surveyors after taking intimation on behalf of Client – Asian Granito India Pvt. Ltd.
* Co-ordination with the consignees, surveyors & the concerned salesperson for the collection of the claims documents.
* Making Claims Report and submit it to the Insurance Company (The New India Assurance Co. Ltd.
* Collecting payment from the Insurance Company to the client – Asian Granito Limited.
* Other claims related work like arrangement of Damage Certificate, preparing monetary claim on carrier (Reg. A.D.).

***2) Absolute Insurance Surveyors & Loss Assessors Pvt. Ltd: (Surveyor)***

**Designation** : Claims Executive (Operations)

**Job Duration :** 28th July 2013 to 30th November 2017

**Job Responsibilities :**

* Ensuring completion of assigned claims within given TAT or Target Time.
* Preparing Final Survey Report for the settlement of the Claims.
* Co-ordination between surveyors, insured & insurers for the fast processing of Claims.
* Submitting the Detailed Report along with the Assessed Loss of the products to the Insurer while conducting Surveys.

***Academic Qualification:***

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* Post Graduation - M.Com from Gujarat University - 2016 (49.62%),
* Graduation - B.Com from Gujarat University - 2014 (61%),
* H.S.C. from G.H.S.E.B. - 2011 (71.73%),
* S.S.C. from G.H.S.E.B. - 2009 (59.23%).

***Computer Knowledge:***

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* MS Office – Excel, Word, PowerPoint & Others

***Languages Known:***

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* English, Hindi, Malayalam & Gujarati.

***Personal Information:***

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* D.O.B. : 25th August 1993.
* Address : Y-11, Vardhaman Krupa Flat,
* Nr. Sattadhar Bus Stand,
* Sola Road, Ghatlodia,
* Ahmedabad – 380061.
* Gender : Male
* Marital Status : Single
* Nationality : Indian
* Religion : Hindu
* Hobbies : Photography, Painting, Music, etc.