**Curriculum** **vitae**

**Riya Panchal**

**Address**: Rewla Khanpur Village, Najafagarh, New Delhi

**Contact** **No**. 9780609032

**Email:** riya10panchal637@gmail.com

To secure a challenging position in a reputate organization to expand my learnings, knowledge, and

skills.

# EDUCATIONAL QUALIFICATIONS

* 10th from Punjab School Education Board
* 12th from Punjab School Education Board
* B.Sc (IT) from Doaba College (GNDU)

# EXPERIENCE

* Two years of experience in Medical and technical Claim handing. Working as a Claims examiner in MNC Allianz Partners
* Managed and processed medical and technical insurance claims in the backend, ensuring accuracy and timeliness
* Collaborated with team members to identify and implement process improvements, resulting in streamlined claim handling and enhanced efficiency
* Utilized advanced software and technology to efficiently track and update claim statuses, reducing errors and improving overall customer satisfaction
* Conducted thorough research and analysis to resolve complex claim issues, consistently delivering high-quality and reliable solutions
* Communicated effectively with insurance providers, medical professionals, and customers to gather necessary information and facilitate smooth claim processing
* Assisted in training and mentoring new team members, providing them with comprehensive knowledge and skills to excel in claim handling operations
* Processed insurance claims related to Trip interruption, Flight Delay, Trip Cancellation.

**SKILLS**

* Excellent Communication Skills
* Microsoft Word, MS Excel & other basic computer skills
* Haviing teamwork ability
* Fluent in English, Hindi, and Punjabi

# STRENGTH

* My strength is my dreams and my family as they always motivate me to do something productive and creative in life
* Having Team Workability and determined and Hardworking, Punctual

# HOBBIES

* Listening Music
* Singing and Dancing
* Travelling and Acting

# PERSONAL DETAILS

Father's Name: Mr. Sanjay Kumar

Mother's Name: Santosh

Brother’s Name: Mayank Kumar

Gender: Female

Marital Status: Unmarried

Nationality: Indian

# DECLARATION

I confirm that the information provided by me is true to the best of my knowledge and belief.

**Riya Panchal**