

VANJAR SOMABHAI

Present address :Room No 04 Anshar Apartments Near Ram Mandir Virar West-401304
Mo: 8080562577 Mail Id: vanjar.s.b@gmail.com

To Contribute to the Growth And Success Of The Organization Through
Hard Work Sincerity And Persistence And To Add Value To Self Through Continuous Learning And Successively
Taking Higher Responsibilities.

PERSONAL DETAILS

Date Birth : 06/05/1992

Gender : Male

Marital Status : married

Languages : English, Hindi, Marathi.Gujarati

PROFESSIONAL EXPERIENCE

Chola Ms General Insurance Ltd – MUMBAI (JAN – 2019 to DEC- 2020)

Branch (CSE) Customer Service Executive

Job Description:

. Policy Booking Motors & non motors and policy Quotation cancellation
renewal policy booking Payments manage and Cheque deposit bank personal
man's hand over

- Manage medical data collection and data entry in documented file.
- Keeps the group underwriting medical file properly documented and organized with
- accurate, clear and complete information.
- Policy Endorsements
- Manage Daily Allotment.
- Filing, scanning and archiving.
- Answered the sales team phones and respond to the emails.
- Manage the day to day medical reports collection , including data entry ,filing paper documents, emails .
- Kiosks Portal System Policy Booking All work in Kiosks system

Bhartiaxa general Insurance (Dec-2020 to Sep- 2021)

operations Executive

Job Description:

- . Policy Endorsements
- Client Code Reconciliation

- IMD Code Reconciliation
- Manage Daily Allotment.
- Filing, scanning and archiving.
- Follow up branch team phones and respond to the emails.
- Policy Booking Motors & Non Motors
- All work in P400 system
- New Client Code Create
- New IMD Code Create
- Sap Bo System data Collection

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- ◆ MS Office – Word, Excel, PowerPoint.
 - ◆ Knowledge of Computer
 - ◆ Internet Surfing Mail Drafting

ICICI Lombard general Insurance (*sep-2021 To-Present Lombard*)

operations Executive

Job Description:

- Policy Endorsements
- Motor Insurance and Health Insurance Product knowledge
- Operations processing .Issuance, Endorsement, Cancellation etc. knowledge
Endorsement policy issuance Cancellation

- Policy Booking Motors & Non Motors
 - Policy cancellation and refunds process
 - PID Alterations
 - PID Booking
 - Manage Daily Allotment.
 - Filing, scanning and archiving.
 - Follow up branch team phones and respond to the emails.
 - MS Office – Word, Excel, PowerPoint
 - Knowledge of Computer
 - Internet Surfing Mail Drafting
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ACADEMIC QUALIFICATION

- H.S.C Passed in Gujarat Board.
 - S.S.C Passed in Gujarat Board.
 - Post Graduation B.com
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HOBBIES

- Listen to music
- Badminton
- Learn a new skill Hobbies Cricket
