



RACHNA VERMA

☎ 7002185054 ✉ rachnaverma060@gmail.com

EXPERIENCES

Genpact India Pvt. Ltd. | Nov 2022- Current

Process Associate

- Plan and prioritizes tasks and work responsibilities to achieve objectives.
- Assist with other team tasks as the need arises.
- Ability to accurately interpret and compile information from variety of sources and systems.
- Ability to handle basic day to day requirements of excel.

Life Insurance Corporation of India Ltd. | Feb 2020- Feb 2021

Probationary Development Officer

- Meeting the annual premium collection targets.
- Recruiting and training Lic advisors.
- Supervising underwriting and claims.
- Maintaining persistency level in renewals.
- Co-ordinating with various departments for settling issues related to claims, settlements etc.
- Providing after sales support to policyholders, i.e helping them make on time payment of renewals etc.

EDUCATION

Masters of Business Administration | 2022-Current
Narsee Monjee Institute of Management Studies

Post Graduate Diploma In Computer Application |
2016 | Dibrugarh University

Bachelor of Commerce, Accounting & Finance |
2011-2014 | G.S Lohia Girl's College

CERTIFICATIONS

Diploma in office automation from Manipal Institute of
Computer Education (MICE).

Certification In Typing (English) from Assam Institute of
Commercial Education with a speed of 44wpm.

PROFILE

To secure a position that will lead to a lasting working relationship in a people-oriented organisation that utilizes my experience and enables me to make a positive contribution to the company.

SKILLS

- Team management skills
- Good communication skills
- Business development Strategies
- Good interpersonal and analytical skills
- Proficient in Microsoft word, excel google sheets and internet

LANGUAGES

ENGLISH

HINDI

ASSAMESE