

Curriculum Vitae

NEHA DILIP CHINDARKAR

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Address: Plot no 43, row house no 1 ,
Sadguru nagar Talegaon Dabhade .
Pune - 410507.

» CAREER OBJECTIVE:

Seeking a position to utilize my skills and abilities in any Industry that offers professional growth while being resourceful, innovative and flexible and to grow with the organization

» EDUCATIONAL QUALIFICATION:

Sr. No	Name of examination	Name of examining Body	Date of passing	Percentage/Grade
1	SSC	Maharashtra state board	Mar 2010	72.55% (A)
2	HSC	Maharashtra state board	Feb 2012	66.00% (A)
3	T.Y.B.com	Mumbai university	April 2015	73.14%(A)

» TECHNICAL SKILLS:

» Office Suite	Microsoft Office(Excel, Word, PowerPoint)
» Payroll Platform	Workday & SAP (Payroll)

» WORK EXPERIENCE:

Accenture solutions (Airoli) 26th Sep 2016 to 4th Oct2018

Designation-Transaction processing associate.

Process-Medical Billing

Roles and Responsibilities-

- Enrollment of US citizens data into the system as per medical policies requested by them.
- Working on bulk request.
- Working on other request to change policy, to add new members to policy and to cancel the policy.
- Checking all the guidelines and verifying if all required criteria is fulfilled.
- Supporting new processors in team for processing transaction.
- Auditing new joiners transactions and giving feedback.

Wipro (Airoli)**3rd Dec 2018 to 27th Sept 2021****Designation**-Analyst, Internal auditor**Process**- HRFS (Garnishment shared service's , US payroll)**Roles and Responsibilities**-

- I have worked for US and Canada employees .
- I have worked for Multiclient and have knowledge of Workday and SAP processing.
- Processing all types of Garnishment orders received from court/attorney.
- Weekly review of pays lip whether deductions are computed currently.
- Providing floor support to new hires/doubt solving.
- Internal audit on transactions processed by processors, providing feedback on errors.
- Attending client calls while implementation of new client's.

TATA AIG General Insurance Company (WFH)**16th March 2022 till 30th Oct 2022****Designation**-Sales support executive**Process**- Issuing travel cum medical insurance policies of Capgemini Employees.**Roles and Responsibilities**-

- I am working as sales support executive on behalf of TATA AIG my role is to issue Capgemini employees (all over India) travel cum medical insurance policy for Overseas travel.
- My clients are Capgemini and Marsh India insurance Company.
- Apart from issuing policies my responsibilities are to submit Utilization report and various other reports to client as per their requirement.
- For Marsh India Insurance company as a SPOC I am responsible to look after overall working of the client including assisting in issuing policies ,solving their queries ,creating IT tickets in case of any portal issues faced by them, giving training of overall process .

Aditya Birla Capital 11th November 2022 till current**Designation: Direct Sales Manager****Roles and Responsibilities :**

- Analysis of customer, maintain relationship with customer.
- To inform customers/Clients regarding Insurance plans available with Aditya Birla Capital and suggest suitable plan for them.
- Visit on activities conducted by Company.
- Call customer's and educate them regarding importance of insurance and convert prospects into customers.
- Working as relationship manager of customer.

PERSONAL PARTICULARS:

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|------------------------|---|
| » Date of Birth | 17th February 1995 |
| » Gender | Female. |
| » Marital Status | Married. |
| » Nationality/Religion | Indian/Hindu. |
| » Languages known | English, Hindi, Marathi. |
| » Hobbies | Listening music, web surfing, travelling. |

DECLARATION:

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

Place: Pune

Date:

(Neha D Chindarkar)