**Rajat Kamboj Email: rajat.kamboj128@gmail.com**

**Gurgaon Mobile Number:** **09897140363**



Offering my passion for research, analysis, planning, developing, organising, training and executing socially responsible projects**.**

**CAREER SKETCH**

MIS Executive with 5.5+ years of experience in Insurance Sector With full support of making MIS Report’s , Dashboard, PowerPoint experience, including PAN India query Handling’s and Day Dump Report’s , Attendance Tracker maintain, significant cost savings and fault-free audits.

**Current Role:** Handling multiple MIS Reports with Tables, working with Formulas like SUM,

SUMIF, SUMIFS, IF, COUNT, MATCH, INDEX, VLOOKUP, INDIRECT, COUNTIF, MID, CONCATENATE, EXACT, LEN, PROPER etc. as per requirement.

Responsible to resolve billing disputes and deductions & preparation of various reports on billing with Excel & ERP to support the management needs and ensuring timely adherence to deadlines.

Calling done cases report, daily basis allocation, daily productivity report, Day

& dump report, mails query (approx. 250-300), Monthly dashboard, Tat report.

**ACADEMIC CREDENTIALS**

* **B.Com from Puwarka Govt. Collage, Saharanpur Uttar-Pradesh.**
* **HSC from Sarasvati Vaidya Mandir inter-collage in 2013 Saharanpur**
* **SSC from Sarasvati Vaidya Mandir inter-collage in 2017 Saharanpur.**

**Additional Skill Certificates**

* **Power BI , Dashboard & DAX function ,**

**CAREER HIGHLIGHTS**

|  |  |
| --- | --- |
| Domain | Operation Manager |
| Application | WhatsApp Bot , Eximius , Omni-docs , Claims Live , Power BI & DAX Function , Propero |

**Work Experience Summary:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company/ Project** | **Period** | **Business Area** | **Responsibility** |
| Designation:-Operation Manager  Client: -  Care Health Insurance | March 21 \_ Till now | Medical Underwriting – Case’s allocation for Underwriter’s , Dashboard , raising ticket for IT team, | DED Report , Add Medical data , Endorsement raised, Report attached in Omni docs, System decision pending report, Attendance trackers maintain , Decision pending report, TC- Cons.., Coordinate for Branches’ , Soft Lock issue resolved , Raising ticket for IT team. Day & Dump report, PB online data published to Policy bazar , Direct online data, |
| Designation:-Senior Executive  Client: -  HDFC Ergo Health Insurance LTD | March 19 – Feb 21 | Medical Underwriting – Case’s allocation for Underwriter’s , Dashboard , raising ticket for IT team, | Assignment allocated for Underwriter’s calling done report, Tracker’s maintain, Error report, working on audit data, Weekly & Monthly Dashboard Publish to Branches’ & HOD, Mail’s Tracking, Branches’ queries resolved, PPC & Add medical data published to Branches’. |
| Designation: - Executive  Client: -  Tele performance (TP) at Mohali (Punjab) | Oct 19 – March 20 | Quality Analysis , case’s allocation for Underwriter’s,  Attendance tracker’s maintain,  Document uploaded , tracking,  Dashboard etc. | Handling multiple MIS , Day & dump report Publish to branches & TAT report, Audit data , assignment making , Daily & weekly Dashboard Publish to Branches, Mails query handling Pan India approx. (250-350) on daily basis. |
| Designation: - Associative  Client: -  Max life Insurance co Ltd (Inquisitive) at Gurgaon ( Haryana) | Feb-18 - Oct-19 | Medical underwriting Report’s Maintain, Dashboard Publish, Claim’s query. | Handling multiple MIS Reports with Tables, working with Formulas like SUM, SUMIF, SUMIFS, IF, COUNT, MATCH, INDEX, VLOOKUP, INDIRECT, COUNTIF, MID, CONCATENATE, EXACT, LEN, PROPER etc. as per requirement |

**Work Experience and Projects:**

* DED Report , Add Medical data , Endorsement raised, Report attached in Omni docs, System decision pending report, Attendance trackers maintain , Decision pending report, TC- Cons.., Coordinate for Branches’ , Soft Lock issue resolved , Raising ticket for IT team. Day & Dump report, PB online data published to Policy bazar, direct online data,
* Assignment allocated for Underwriter’s calling done report, Tracker’s maintain, Error report, working on audit data, Weekly & Monthly Dashboard Publish to Branches’ & HOD, Mail’s Tracking, Branches’ queries resolved, PPC & Add medical data published to Branches’.
* Handling multiple MIS , Day & dump report Publish to branches & TAT report, Audit data , assignment making , Daily & weekly Dashboard Publish to Branches, Mails query handling Pan India approx. (250-350) on daily basis.
* Handling multiple MIS Reports with Tables, working with Formulas like SUM, SUMIF, SUMIFS, IF, COUNT, MATCH, INDEX, VLOOKUP, INDIRECT, COUNTIF, MID, CONCATENATE, EXACT, LEN, PROPER etc. as per requirement.
* Prepared reconciliations for monthly closing, Sales & Purchase Entry, Manual Day book maintain, maintained financial records.

**PERSONAL VITAE**

Date of Birth : 20th Oct 1995

Permanent Address : H.NO- 7/772 Chauntala Gujrati Gali, Nearby Panzari Bazar Saharanpur (2470001)

Languages Known : English & Hindi.

Marital Status : Un-Married.

Pan Number : HIJPK2131Q

**DECLARATION**

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.

**Date:**

**Place: Rajat Kamboj**