

**Nilam Akshay Vichare**

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| Objective | To do my work with loyalty, to achieve higher goals & also use my skills to contribute my maximum ideas and efforts towards the organization which I work with. |
| Work Experience | **Universal Sompo General Insurance Company.**  **Job Title: Executive (Personal Accidents)**  **Duration: From March 2020 to Till October 2020**  **Job Profile:**   * Processing Claim documents of Accidental Cases. * Prepare Deficiency letter of clients. * Prepare rejection letter and claim note of clients. * Prepare settlement letter after payment done of clients. * Expertise in preparing reports using pivot table,hlookup, vlookup, concat, count if,Right,Left and more in excel. * Co-ordinate with team for data collation, validation,   syncing and reporting.   * Creating MIS Reports with various excel formulas. * Follow up for outstanding payment. * Best knowledge of communication skill. * Prepare MIS report with excel formulas.   **Paramount Health Services & Insurance TPA Private Limited.**  **Job Title: Sr.Executive**  **Duration: From Nov 2017 to March 2020.**  **Job Profile:**  **Managerial tasks**   * Key person for claims outstanding reports. * Inter and intra team coordinator for claims outstanding reports. * Leading a small team for claim settlements operations.   **Executive tasks**   * Generate Debit note and send it to Insurance Company. * Update UTR of various Insurance company payments. * Maintain Payment details & UTR record of Insurance Company. * Interact with customer & solving their problem. * Update NEFT details. * Update Corporate NEFT details of various Insurance Company * Follow up for outstanding payment. * Co-ordinate with provider team for NEFT payment. * Co-ordinate with CRM team for Approval Issue * Expertise in. Preparing reports using hlookup, vlookup, concat, pivot table and more in excel. * Co-ordinate with MIS team for data collation, validation,   syncing and MIS Reports creation.  **Money Magnum Constructions(TerraformRealty)**  **Job Title:- Maintenance Assistant/Admin Incharge**  **Duration: Jan 2013 to Oct 2017**    **Job Profile:**   * Responsible to receive all the cheque from the Customer. * Interact with the customer, solving their queries, ETC. * Sending Payment notices & other official letters to the Customer. * Generate the Invoice & receipt in ERP. * Maintain a higher degree of customer service and customer satisfaction in line with the policies and guidelines. * Follow Up for Payment. * Arrange the document for an audit. * Create Maintenance bill & send it to the customer. * Maintain all record of vendor in ERP * Generate Salary of House keeping * Maintain Leave & OD card of Staff & send attendance to the HR Dept.   **Career Point Institute**  **Job Title: - Teacher.**  **Duration: From Feb.2012 to Aug.2012**  **Job Profile**   * Teaching MS Office 2007: MS Word, MS Excel, and MS PowerPoint. |
| **Professional Qualification** | Computer Course: Diploma in computer Software.  * Operating System: Windows XP. * MS Office: Ms Word, Ms Excel, Ms PowerPoint, and Ms Access. * Internet and Email. * Tally 7.2 & 9.0 * ASP .net 2.0 * C#, SQL Server 2008, C, HTML |
| **Educational**  **Qualification** | **M.A** |
| **Personal Skills** | Passionate, dedicated, and leader without title |
| **Personal**  **Strengths** | * A strong sense of responsibility and Commitment towards Assignments. * Implementing High level of Standards in working Procedures. * Have Control Over Stress During More Workload. |
| **Hobbies** | * Listening to Music * Like traveling. |

Date:

Place: (Nilam Vichare)