

PROFILE

To secure a position that will lead to a lasting working relationshio in a people-oriented organisationt 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

RACHNA VERMA

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# 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 I Dibrugarh University

Bachelor of Commerce, Accounting & Finance I 2011-2014 I 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.