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SALMAN SIKANDAR SAGVEKAR

Post Graduate (M.Com-II Year) with 1st Class and have experienced in Banking sector for 3 months on contractual basis as well as in Private sector for almost 2 years. I have gained good experience in both sectors and looking forward to utilize the same in the future prospect.

I want to be a good team player.

Employment

History

18th May, 17

To Still
Working

Cigna TTK Health Insurance Company Ltd

Position Executive

Carrying out transaction and monitoring it

- Uploading record of credit received cases bank of Maharashtra, andhra Bank
Laxmi vilas bank, Saraswat bank.
- Ensure all record upload on the system and issuance of transactions.
- Identification of pending for issuances transactions and resolve transaction I'd
and amount mismatch case same ensure upload on the system.
- Highlight discrepancy cases to concern team and resolve the same on time.
- Responsible for mail managing in term of name rectification ,joint account case,
Refund pending, policy undelivered.
- Handling proposal form scrutiny process.
- working on deficits cases and same upload on the system.
- Resolving sales query in term of cancellation, reversal of credit, policy issuance.
- Timely reconciliation of all partners tracker with finance team.

- professing refund cases more than 21 days pending for issuances.

Various Report

- preparing regularly MIS of issuance and discrepancy cases of partner.
- Preparing regular data of high aging data entry pending and proposal awaited cases
Same share with sales team.
- Responsible for data required by management time to time.
- Managing complete banca assurance process to ensure maximum issuance on time.

Co- ordination

- Follow up with sales team for discrepancies cases and get it resolved.
- Resolving query of sales team and assist for issuances.
- Responsible for sending data to call centre and issuance the same on time.
- Co- ordination with finance team for reversal of credits and any confirmation on credit amount.
- Co – ordination with finops team for refund pending cases.
- Timely responses to queries and request (phone , mail).

7th Nov, 14

L&T General Insurance Co. Ltd.

15th May, 17

Position: Commercial Underwriting

Key Responsibilities:-

- Preparing risk wise report for the entire product.
- Uploading data (fire, Engineering) on IIB Site.
- Preparing monthly Analysis report.
- Preparing IRDA report for GPA & GMC, and other product.
- Handling ETASS module.
- Uploading policies on ETASS module, confirm the same after checked.
- Co-ordinate with insurance company for the EATSS work.
- Resolving queries related with GPA & GMC, same booked in the system.
- Handling co-insurance booking in the system and co-insurance work.

- Resolving Auditor queries and providing documents as per their requirements.
- Keeping detailed and accurate records of policies underwritten ,Coordinating with various dep

- Check of proposals as per underwriting guidelines and standard operational process.
- Writing policies and adding specific conditions where required Making Presentations.
- Assessing Background Information on the client.

15th April, 14
To 6th Nov
2014

Aircel Ltd

Position: Back office executive

Division: MIS

Key Responsibilities:-

- Daily activation report with all zonal vertical heads for Mumbai Maharashtra
- 111 Done Cef Awaited ageing report to all Distributors.
- Accountable for solving customer queries and complaints on time.
- Handling barring, unbarring & deletion & reconciliation done for Mumbai.
- Daily MIS for activation tracker ageing report for Mumbai
- Bulk uploading in system & designed macro for uploading the bulk entry.
- Monitoring documentation agency for timely data entry.
- Responsible for Daily Activation & Documentation compliances Data /MIS

M. Com - I Class from Mumbai University (1st Class)

B. Com. - I Class from Mumbai University (2nd Class)

H. S. C. - II Class from Maharashtra State Board (1st Class)

S. S. C. - II Class from Maharashtra State Board (2nd Class)

Additional Knowledge:-

- **Ms Office**
 - Ms – Word 2007
 - Ms – Excel 2007
 - Ms – Power Point 2007

**Educational
Qualification**

**Extra
Knowledge**

**Personal
Details**

Software Knowledge:-

➤ Tally 9.0 ERP

Date of Birth :-8th August 1990

Marital Status :-Single

Languages Known :- English, Hindi, and Marathi

Hobbies: - Listening music, Playing cricket & football & watching movies

Nationality :-Indian

Extra curricular activities

Active participant in college social and cultural activities.

I here by declare that the above mentioned information is true to the best of my knowledge & belief.

Date :

Place : Mumbai

Salman Sagvekar
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