

CURRICULUM VITAE

Name: Dheeraj Gaikwad

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Career Objective

Intend to build a career with leading corporate company with committed & dedicated people, which will help me to explore myself fully and realize my potential.

Education Qualification

- MBA Marketing in the year 2016 from SKN College Pune.
- MA in the year 2011 from Pune university
- Graduation in BA in the year 2009 with first class from Modern College
- H.S.C in the year March 2006 with first class from Modern College
- S.S.C in the year March 2003 Bharat English School

Computer Skills:

- MS- Office MS-CIT Certification
- Basic Computer Course Certification From Jetking

Professional Experience :

ID Medical LLP

Duration 2 Apr 2018 to 30 Jul 2019

Process General processing

Job Responsibilities -

- Processing compliance documents for International Doctors, Nurse and Health professionals.
- Validate critical document like passport, visa, trainings certificate, Indemnity insurance.
- Creating contracts, Sending confirmations, Scan and upload documents in system.
- Helping RC and Onshore consultant for candidate related queries over the phone.

Software's - Me Compliance, Edipse

Alstate

Duration 10 Dec 2015 to 15 Dec 2017

Process Policy Administration

Job Responsibilities -

- Processing claim and surrender requests.
- Issuing letter of confirmation policy adjustments to client address.
- Making payments to customer as per their preference.
- Manage or resolve customer policy portfolio.
- Also we interact with Onshore Partners via Skype, mail or Phone.

Software's - Essay bill reconciliation tool, AWD (Automated Work Distribution)

Personal Details:

Gender: Male

Date of Birth : 25st Mar 1988

Marital Status - Married

Language Proficiency : English, Hindi, Marathi.

Address: SR 58, Shikshak Society Lane 3, Gokul nagar, Katra-Kondhwa Road Pune 48.

Achievements:

- 3 Times Top performer award in ID Medical company
- NCC senior under officer of Modern collage Pune

DECLARATION

I hereby dedare that the above written particulars are true to the best of my knowledge and belief.

Dheeraj Gaikwad