

RESUME

Arun Prasath K

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#93,

K.N.P Subramaniam Nagar,

Near Annamar Maavu mill,

Tirupur,

Tamilnadu - 641604.

Objective

To invest my endeavors' in a competitive environment where my innovative ideas and presentation skills be utilized with determination to succeed

Personal Profile

- Good Communication and organizational skills
- Hard worker with flexible approach
- Result oriented and able to work independently as well as in teams
- Persevering in the face of challenges and motivation to succeed
- Attention to detail during any implementation while keeping to schedule

Professional Skills

- Training the users on online training portal
- Successfully implemented the fully computerized environment
- Trained the subordinates to effective and efficient use of technology
- Suggested for changes and implemented certain complex issues in our online underwriting tool
- Maintain Admin Works
- Handling of Attendance .

Technical Skills

- MS OFFICE
- Data Analysis
- Customer Service
- Problem Solving

Work Experience

- Previous working as Accounts and Operations Executive of SHRIRAM GENERAL INSURANCE CO LTD, Tirupur from December 2014 to November 2018.
- Previous Working as Operation Executive of Tata Aig General Insurance Co Ltd, Coimbatore from November 2018 to August 2022.
- Currently working as Process Lead Underwriting of Cholamandalam MS General Insurance co. Ltd., From August 2022 to till.

Roles and Responsibilities

- Helping For Policy issuance with Corporate Team
- Decide on accepting proposals by considering the risk profile
- Handling Motor and Non Motor Proposal including Health Proposals
- Generation of Business Details to Channels and Operation Team.
- Handling the entire back office team
- Quality check of incoming proposals
- Handling the day to day Accounts and also in Quarterly and Annual Basis.
- Handling Both Coimbatore and Tirupur Branch for Operation Work
- Handling Channel issues regarding Online portal for Policy Issuance
- Handling Administration work of Branch.

Educational Qualification

Qualification	Period	Percentage
M.COM (Computer Application) at S.J.S.M.V CAS.	2012 -2014	73.00
B.Com (Commerce, Accounts, Economics) at S.J.S.M.V CAS.	2009-2012	67.00
HSC (ARTS , Accounts) at K.S.C Govt High Sec School	2007-2009	78.00
10 th at K.S.C Govt High Sec School .	2005-2007	57.00

Personal Attributes

Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically, willingness to learn, team facilitator hard worker.

Personal Portfolio

Name	Arun Prasath K
D.O.B	April 20 , 1992
Nationality	Indian, Hindu
Languages Known	English, Tamil.
Sex	Male
Marital Status	Single

Declaration

I hereby declare that the information given above is true to the best of my knowledge. I will make it my earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

Place: Tirupur

Date: 18/02/2022

(Arun Prasath.K)