

Curriculum Vitae

Name : **Kago Tamang**

Career Objective :

To share and enrich my knowledge by associating myself with an organization that offers scope for growth and professional development.

Innate Strength :

- ✓ Good conversational skills.
- ✓ Adaptability and Patience.
- ✓ Cheer Leader and Team Motivator.
- ✓ Ready to lead and take initiatives.

Educational Qualification :

Education	Institute	University / Board	Year of Passing	Marks and Percentage
Bachelors of Arts	Dera Natung Govt. College, Itanagar	Rajiv Gandhi University	2016	Passed
High School	Govt. Hrs. Sec. School Itanagar	CBSE	2012	Passed
Secondary School	Govt.Hrs. Sec. School Itanagar	CBSE	2010	Passed

Additional Qualification :

- Passed Diploma in Computer Hardware & Maintenance **CHM ‘O’ Level** from National Institute of Electronics and Information Technology (NIELIT).

Work Experience:

- (i) **Medi Assist Insurance TPA Pvt. Ltd.** – Working as a District Co-ordinator for Kamrup Rural district for Atal Amrit Abhiyan Scheme – a pioneering free Health Insurance scheme for APL/BPL families of Assam.
(November 2017 – April 2018)

Job Profile:

1. Responsible for APL/BPL beneficiary identification and enrolment under AAA scheme.
2. Co-ordinating with Deputy Commissioner and officials of Kamrup Rural district for allotting date and venue for enrolment.
3. Deployment Smart Card Service Provider and their team at the identified venue for enrolment.
4. Co-ordination with Field Key Officers for verification of beneficiary.
5. Updating daily enrolment MIS on the Central Server.
6. Liaisoning with stationary Kiosk operator to enroll left out beneficiaries.
7. Liaisoning with Aarogya Mitra at Hospital level to facilitate smooth cashless treatment for the patient.

- (ii) **Paramount Health Services & Insurance TPA Pvt. Ltd.** – Working as an Executive in Customer Relations department.
(June 2018 – August 2019)

GMC Accounts:

1. Managing GMC accounts – Expro North Sea Ltd, Expro Gulf Ltd, Solenis Chemical India Pvt Ltd, Solenis GSS, B E Electrical.
2. Broker Name – J B Boda Brokers
3. Insurers - TATA AIG, New India Assurance.

Job Profile:

1. Managing Customer Relations for the above mentioned corporate entities. Visiting Client locations and maintaining relations with their HR/Employee benefits team.
2. Visits to J B Boda Brokers at their Dadar branch for attending periodic meetings.
3. Maintaining Insurer relations for servicing new policies, endorsements etc.
4. Liaisoning with internal departments such as Cashless, Claims and Enrolment departments for smooth servicing of health insurance claims

- (iii) **Heritage Health Insurance TPA Pvt. Ltd.** - Working as Oriental insurance Co-ordinator
(August 2019 – May 2021)

Job Profile:

1. Managing Customer Relations with Oriental insurance retail policy holders. Visiting insurance company for smooth servicing of health insurance claims.
2. Liaisoning with internal departments such as Cashless, Claims and Enrolment departments for smooth servicing of health insurance claims.
3. Maintaining Insurer relations for servicing new policies.

Personal Profile

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Address	:	House No W11/E152, E Sector, Itanagar, Papum pare, Arunachal Pradesh
Age & Date of Birth	:	27 Years, 06 th January 1994
Caste & Religion	:	Schedule Tribe, Donyi Polo
Contact Number	:	9774235320

Email Address : tazokago@gmail.com

Technical Skill Sets :

- Working Experience on Windows 7 and XP.
- Can assemble a desktop computer and setup LAN.
- Can troubleshoot basic computer, printer, network problems.

(Kago Tamang)