

SHIVANGI GUPTA

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N14 Jaypee Aman Sector 151

Noida 201310 Noida India

27/Dec/1995

Summary

Motivated and driven healthcare professional with overall experience of 3+ years currently working as process Associate (Underwriter Support). Looking to grow and advance within the healthcare industry.

Education

MIET MEERUT

2013 - 2017

B Tech ECE

Completed this program with an overall percentage of 73.08 as an average of all four academic years along with participating in multiple projects like robochamp in MIET, Line Follower Robot in vision robotics at Cognigance Roorkee and Solar mechano electric power bank as a final year project.

MDKV INTER COLLEGE (UP BOARD)

2012 - 2013

12th

Completed this program with overall marks of 85%.

MDKV INTER COLLEGE (UP BOARD)

2010 - 2011

10th

Completed this program with overall marks of 81.3%

Experience

CXC Infotech Pvt Ltd

Aug 2018 - May 2019

Claim Benefit Administration

Worked as a third party administrator to handle the information received from various clients.

Worked on beneficiary information in Citrix receiver and rate entry.

Exl Services.Com(I) Pvt Ltd

June 2019 - June 2021

Skills

Thorough skills in all MS products,
Multitasking, Good Typing speed

Languages

Hindi, English

Interest

Reading, Writing, Sports

Awards

Won Volleyball Championship in
School and College at District and
Zonal Level.

Rewarded in Exl for Good
performance during Training
period.

Rewarded twice for extraordinary
performance in Genpact during
probation period.

Process Executive

Worked on BPM Intake, CMS and Email Intake.

Took initiative in decision making in order to make process for reliable and trustworthy.

Did Email handling and report handling.

Genpact India Pvt Ltd

June 2021 - Present

Process Associate (Underwriter Support)

Works on various reports of clients related their health before forwarding it to Underwriter to help make decision regarding the issuance of insurance.

Auditing processed reports on a daily basis.

Was rewarded twice in a row for extraordinary performance during probation period.

Projects

BHEL Haridwar

June 18, 2016 - July 17, 2016

Workshop

Completed this workshop under the guidance of Mr. G.S. Meena on Basic knowledge of CNC Machine and Drive plc.

Workshop

Workshop by Professor Gadre from NSIT, Delhi at MIET MEERUT using Arduino.