

# KAUSTAV SETH

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E-MAIL -kaustav365@gmail.com



- **CAREER OBJECTIVE:**

I will always secure a challenging position in reputable organization to expand my learning, knowledge and skills and will always try to give a better contribution on the success of the company. I seek challenging environment where I can utilize my knowledge and skills to expand my career too. I intend to work in a very organized manner and look forward to work hard by making a significant contribution to the best interest of my organization and for career too.

- **WORK EXPERIENCE:**

**Tata Consultancy Services**

**Kolkata**

Process Associate

Duration- April, 2019 to Present

Client- USA based Health Insurance Company

Responsibilities:

Claim Adjudication/ claim examiner of Accident product. After receiving the claim submission through company portal, my work is to verify the patient if he/she is covered under the policy, reviewing the submitted claim forms, medical documents and supportive bills to make a judgment if the patient qualifies for benefits or not. If the document submission is relevant as per policy guideline, payment of benefits initiated according to the Underwriting or else further documentations are requested or deny the claim.

Processing zero error transaction of thousands of claim in last three years, without failing to meet SLA and TAT.

**ACHIEVEMENTS:**

Service Commitment Award May 2022.

Employee of the month April 2020.

- **SKILLS:**

Software Skills- Microsoft Office, MS Word, MS Excel

Hardware Skills: I have ability to identify basic hardware issues and resolve them.

Tools Used: MS Excel, MS word, Mainframe, AWD.

- **ACADEMIC QUALIFICATIONS :**

Bachelor of Arts (2013-2017)

Pass Graduate from University of Calcutta with 39%

HSE (2011-2013)

W.B.B.S.E with 56% in Science

Other Qualification:

Digital Marketing from Anudip Foundation on 2021.

Diploma in Information Technology from Ramrajatala Youth Computer Training Centre on 2017-2018.

- **KEY STRENGTH**

Responsible  
Quick Learner  
Analytical Thinking

- **LANGUAGES KNOWN :**

Bengali (Proficient)  
English (Proficient)  
Hindi (Moderate)

- **AREAS OF INTEREST :**

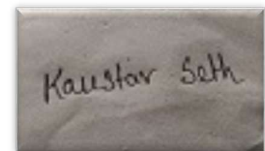
Listening 90ties melodious songs.  
Watching Bollywood movies

- **PERSONAL DETAILS:**

Father's Name – Sukdeb Seth  
Address – 8 Kona Road 1st Bye Lane, Ramrajatala, PO- Santragachi, Howrah, West Bengal  
ZIP- 711104  
DOB - 28/08/1994

- **DECLARATION:**

I hereby declare that all the details furnished above are true and correct to the best of my knowledge and belief. Supporting documents shall be available on request.

A rectangular box containing a handwritten signature in dark ink. The signature appears to read "Kaustav Seth".

Date: