**First Name of Application CV No 1621182**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

CAREER PROFILE

Seeking a position to utilise my skills and abilities in the industry that offers professional growth and that gives scope to enhance my knowledge, skills and reach the pinnacle with a sheer determination, dedication and hard work while being resourceful, innovative, and flexible.

##### PROFESSIONAL EXPERIENCE

**ALLIANZ CORNHILL INFORMATION SERVICES PVT LTD** March 2015 – February 2016

**Insurance Operations Specialist – customer service**

Insurance operations specialists are experts in interpreting insurance policies and determining coverages. As a member of the Insurance Services Team Insurance operations Specialist is responsible for the daily administration of various commercial lines of insurances. The position is assigned primary responsibility for programs that may include one or more of the following: Property Insurance, General liability, Auto Liability and other lines of insurances*.*

**ROLE PURPOSE AND IMPORTANCE**

Process new insurance policies, modifications to existing policies, and Update existing policies and company records to reflect changes requested by policyholders and insurance company representatives. Process applications for, changes to, reinstatement of, and cancellation of insurance policies. Compiling data on insurance policy changes, changing policy records to conform to insured party's specifications, cancelling insurance policies as requested by agents

**SUTHERLAND GLOBAL SERVICES PVT LTD**  October 2012 – October 2014

**Claim support associate – customer service**

A professional designation designed to provide claims professionals with enhanced skill training to handle different types of claims and managing a claim from beginning through to settlement. This is typically geared towards professional working in the insurance industry

**ROLE PURPOSE AND IMPORTANCE**

Setting reserves on payment, ensuring timely disbursement of funds to clients, Processing new insurance claims notifications, Managing bodily injury claims, property loss adjusting and liability claim practice,Coordinate the services that may be required by policyholders following an accident or incident,Calculate insurance premiums or awards, Distribute correspondence or mail, Examine files or documents to obtain information, Review data on insurance applications or policies, Review insurance policies to determine appropriate coverage.

**JUST DIAL LTD** Sept 2011 – Sept 2012

**Business Development Officer – sales and marketing**

I was working at a sales position within an organization. It is typically my job to work with along the sales team to increase the sales opportunities that will maximize revenue for the entire organization. To achieve this, and seeks new clients and makes a combined effort with the sales team to drive them towards the company‘s new products or services and also assists in managing the existing business accounts and ensures that they stay healthy throughout the year.

### EDUCATION

**M G UNIVERSITY,** India, Kerala 2007-2010

**Bsc zoology**

**COMPUTER SKILLS & OTHER TECHNICAL TRAINING**

* Diploma in Office Automation
* Microsoft Office – Word, Excel and Power point
* Certified as a medical laboratory Technician
* Did life insurance certification training from IDBI Federal Insurance Ltd.

**INTERESTS**

* Drawing, Creative Arts
* Listening Music
* Surfing Net & Watching TV
* Traveling