**First Name of Application CV No 1623474**

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**CAREER OBJECTIVES:-**

* To pursue a challenging, motivating and rewarding career contributing to the growth of the organization, along with enhancing my knowledge and skills.
* To obtain a position within the company that will allow me to utilize my education and work experience for the benefit of the company as well as for personal growth and professional advancement

**PROFESSIONAL OVERVIEW**

Meticulous and result oriented professional with **6 + years** of experience with expertise in

***Insurance Executive (Anti Money Laundering & Know Your Customer)***

**Administrative officer**

**PROFESSIONAL EXPERIENCES**

**Capita India Pvt Ltd**

*Designation: Insurance Executive (Anti Money Laundering)*

*Process: New Business and Servicing.*

Period: October 2014 – November 2015

Client Name: Zurich Insurance (Middle East)

**Key Deliverables:**

* Quality checking and analysing source documents.
* Email Writing.
* Identifying possible patterns of unusual/suspicious activity.
* Know Your Customer (KYC Compliance Requirement).
* AML (Anti Money Laundering) Researcher Responsible for creating, preparing and providing initial recommendations regarding unusual/suspicious customer activity.
* Business and or identification documents
* Supporting documents pertaining to individual transaction if applicable.
* Funds transfer history and details.
* Analyse New Business Insurance Required Documents.  
   Process and record new insurance policies and claims.
* Modify, update, and process existing policies and claims to reflect any change in beneficiary, amount of coverage, or type of insurance.

**Sri Channegowda Institutions**

Designation: Administrative officer

Period: January 2013 – October 2014

**ey Deliverables:**

* Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
* Accomplishes staff results by communicating job expectations, planning, monitoring, and appraising job results counselling, disciplining employees, initiating, coordinating, and enforcing systems and procedures.
* Provides communication systems by identifying needs, evaluating options, maintaining equipment and approving invoices.
* Prepare for and respond to the annual audit.
* Evaluate, train and develop staff.
* Ensure records are maintained.
* Team leadership and management skills.
* Analytical and problem solving skills.
* Computer skills including the Ability to operate spreadsheets and word-processing programs.
* Analytical and problem solving.

**PATRA India BPO Services**

*Designation: Process Executive (USA Commercial Insurance)*

Process: Policy Checking and Certificate Issuance

Period : December 2011 to December 2012

**Key Deliverables:**

* Compare information from application to criteria for policy reinstatement and approve reinstatement when criteria are met.
* Compose business correspondence for supervisors, managers and professionals.
* Correspond with insured or agent to obtain information or inform them account status or changes.
* Examine letters from policyholders or agents, original insurance applications, and other company documents to determine if changes are needed and effects of changes.
* Obtain computer printout of policy cancellations or retrieve cancellation cards from file.
* Organize and work with detailed office or warehouse records, maintaining files for each policyholder, including policies that are to be reinstated or cancelled.
* Review and verify data, such as age, name, address, and principal sum and value of property on insurance applications and policies.
* Transcribe data to worksheets and enter data into computer for use in preparing documents and adjusting accounts.

**New Kolar Nursing Home**

Designation: Administration Assistant

Period: July 2009 to November 2011

### Medical Claims Processor

### Patient Health Records maintainer.

### Pharmacy Stock Ordering.

### Plan Budgets and set rates for health services.

### Develop procedures for quality assurance, patient services, medical treatments, department activities and public relation outreach.

### Overseeing staff.

### Understanding the financial background of the office.

**EXTRA MILES**

* Anti-Money Laundering Certificate from Employer (Capita India Pvt Ltd Under the Supervision of Zurich Insurance Money Laundering Officer)
* Underwent International English level test with 6.5 \ 9 (Listening, Reading, Writing and Speaking )Level Band.

**TECHNICAL SKILLS**

* Computer: BASICS: **Windows, Word, EXCEL,**
* IT Research Competency - proficient in the use of Internet and on-line retrieval systems for information research

**PERSONAL INFORMATION**

Date of Birth : 20th June 1985

Nationality : Indian  
Gender : Male  
Marital Status : Single

Languages Known : English, Kannada, Telugu, Hindi and Tamil.  
Hobbies : Antique Collections, Listening Music.

**ACADEMIC PROFILE**

* Completed **BSc ( Biotechnology)** in 2011 by securing 57% under **Bangalore University**