OBJECTIVE:

To Work in a team of professionals and achieve a challenging career in a reputed organization where I can use my creativity and self-motivated attitude to trigger symbiotic growth and contribute to the overall development of the parties involved. I would like to apply my qualities such as openness, respect, empathy, listening etc to achieve new heights. Dedicated **Staff Insurance/Claims/WC/CAR** with **more than** **3 years** of experience investigating and processing insurance claims, and negotiating payment solutions

**OVERALL WORK EXPERIENCE IN :**

* HR
* ACCOUNTING
* MARKETING

**WORK EXPERIENCE:**

**1.** Working for **M/S CONTRACTING COMPANY L.L.C, Dubai as** an **HR (Medical claims, WC and CAR claims) in the Finance & Admin** Team from **- June 2013 to till date**

*JOB RESPONSIBILITIES* ***(ACCOUNTANT & HR****)*

* Dealing with **Health Insurance** for all category employees - Al Arif Group
* Dealing with **Workmen compensation** – Followed by site accidents ,Death case
* Dealing with **CAR claims** – Followed by Damage / Theft in the site
* Liaison with Insurance companies/ brokers for the claim submission, claim follow ups etc
* Assisting Senior Accountant for the premium negotiation with the Insurance / Broking firm
* Preparing the list of staff based on their categories for applying Health cards
* Collecting all required documents from the employees for the addition and deletion of Health cards & Claims .Allocation of Medical cards for the newly joint employees based on their concern authority approval
* Assisting Recruitment when assigned by the Superior
* Other works as and when assigned by the superior

**Recruitment:**

* **Job analysis :** Analyzing the job requirement in Accounts & Finance Department
* **Advertisement :** Preparing Ad’s based on the job requirement targeting both local and international market for the suitable candidate
* **Sourcing:** Referral scheme, Application through Ad’s, Direct Walk-ins**.**
* **Interview:** Telephonic Interview, Face to face interview, written test, followed by assigning the selected candidates to the concern department.
* **Collecting all necessary documents & applying for visa**
* Responsible till the employee join the organization followed by the orientation.

**2.** Worked for **M/S DEVELOPERS PVT LTD, Chennai as** a **Business Executive** in the Marketing Team from **- May 2012 to Jan 2013**

*JOB RESPONSIBILITIES :( MARKETING)*

* In charge of In- House sales
* Business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
* Sells products by establishing contact and developing relationships with prospects; recommending solution.
* Identifies product improvements or new products, market activities, and competitors.
* Prepares reports by collecting, analyzing, and summarizing information
* Contributes to team effort by accomplishing related results as needed.

ACHIEVEMENTS**:**

* Sold **50 apartments** during the time limit of 8 Months
* Awarded as “the Best performer” during the launch of new project **PALM RIVIERA – Sold 18** Luxurious apartments ( worth 45 lakhs – 85 lakhs)
* Appreciation from the top Management
* Performance appraisal within the time limit of three months
* In Charge of Team Head for a period of one month

**3.** Working in **M/S. SERVICE LTD, Chennai** as a **Junior Recruiter** in the HRRecruitment Team from -**15th May 2011 to April 2012.**

*JOB RESPONSIBILITIES: HR*

* Understanding the job description
* Sourcing profiles from the portal
* Calling the candidates and screening them
* Briefing the candidate about the responsibilities, salary and benefits of the job
* Explaining about the rounds of interview
* Building Reference in each call
* Checking the suitability of applicants before submitting their details to the employer
* Organizing interviews for candidate as requested by the client
* Getting candidates status from the client & updating them
* End to End recruitment.

Some of Our clients are:

* IBM (Bangalore and Chennai)
* Accenture service pvt ltd
* World bank
* Cognizant Technology Solution
* Caterpillar
* WNS Global services
* Capgemini pvt ltd

**ACADEMIC CREDENTIALS**

* Master of Business Administration **(MBA – HR & Marketing**) from Asan Institute of Management, Chennai (Madras University) in 2011(82%)(**University Rank holder)**
* Bachelor of Business Administration (**BBA**) from Dr. MGR Janaki college, Chennai (Madras University) in 2009(71%)

**COMPUTER PROFICIENCY:**

* *Completed Core Course in Enterprise Applications Covering ERP, CRM and HCM.*
* Microsoft Office Applications (MS Word, MS Excel, MS PowerPoint).

**MBA PROJECT & INTERNSHIP:**

* Three months project work entitled “A Study on the Effectiveness of Timesheet Report” in **Ashok Leyland Ltd., Chennai.**
* An “Organizational Study” at **Ashok Leyland, Chennai** was conducted for a period of one month.

**BBA PROJECT & INTERNSHIP:**

* Three Months Project work entitled “A Study on Internal Customer Sensitivity among the employees” **at Chennai Port Trust.**
* An “organizational study” at **Chennai port trust** was conducted for a period of one month.

**Soft Skills.**

* Communication, persuasion and leadership skills to manage people
* Committed towards the task required to fulfill the criteria of the job
* Love to work as a team and as an individual
* Attitude to learn
* Good listener
* Handling criticism
* Multitasking

**ACHIEVEMENTS:**

* **Secured 32nd rank in Madras University**(2010-2011)
* Secured 2nd rank in BBA
* Scored centum for operational Research(BBA)
* Scored 74% percent marks in National Environment Talent search Examination
* Joint Secretary of BBA during 2008 – 2009 at Dr. M.G.R. Janaki College of Arts & Science, Chennai
* Member and Department coordinator of NSS during 2008 – 2009
* Participated in NDTV Programme –Debate
* Active member of college magazine editorial committee
* Won many prizes for sports during school level competition
* Sports team House captain for two consecutive years. Have conducted sports events and have won the house cup.

**PERSONAL DETAILS:**

Date of Birth - 23rd June 1988

Sex and Marital status -Female & Married

Language known -English, Malayalam, Hindi(Read) & Tamil

Hobbies -Gardening , Painting & Travelling

**First Name of Application CV No :** **1656414**

Whatsapp Mobile: +971504753686

