**PROFESSIONAL OBJECTIVES**

To associate myself to organization, wherein I can leverage my management education and experience for mutual growth.

**SUMMERY**

Profile : Female, 33 , Married

Nationality: Indian

Company: HDFC Std Life Insurance

**Work Experience**

**Company : HDFC Std Life Insurance, Mumbai, India**

**Position : Sr. Associate**

**Period : Dec 2014 - May 2015**

**JOB PROFILE**

1. Processing & servicing of policy documents

* Ensuring accuracy in processing
* Achieving individual productivity & performance levels
* Ensure nil pending cases in conversion & servicing
* Coordination with Underwriters and Branch Operations
* Handling branch queries and customer related queries

2. MIS / Data Analysis

* Daily preparing / monitoring of MIS and data provided by call centre on inbound / outbound calls
* Data analysis and insight to be shared to all stakeholders
* Policy Servicing
* Processing Unit Linked instructions as per guidelines
* Refunds processing and dispatch
* Maintenance of all requisite processing records files and registers

 **Company : BIRVA (BAIF Institute for rural vocations and advancement, NGO) , India**

 **Position : Documentation Officer**

**Period : Jan 2014 - Dec 2014**

**JOB PROFILE**

* Preparing Annual Report.
* Preparation and taking care of monthly minutes.
* Taking care of all documentation work related to different fields.
* Analyzing and preparing case studies/Success stories about all programme related to organization.
* Preparing monthly wallpaper.

 **Company : ICICI Prudential Life Insurance, India**

 **Position : Operation Executive**

 **Period : Aug 2007 – July 2009**

 **JOB PROFILE**

* Branch underwriting of step to process (STP) cases of new business limit upto 10,00000/-
* Preparation and maintenance of daily balance sheet (DBS).
* Taking care of entire branch transaction reconciliation activities including receipting, EOD and cheque dishonour.
* Maintain MIS with updated information.
* ATS (Data Entry of Proposals).

 **Company : SBI Life Insurance, India**

 **Position : Graduate Trainee**

 **Period : Jan 2007 – July 2007**

 **JOB PROFILE**

* Assisting underwriter in step to process (STP) cases.
* Cashier entry of renewals and new business.
* Maintenance of data on inwarding and outwarding of proposals.
* Data Entry of Proposals.

**EDUCATION**

**JULY** **2010 – Aug 2012 Ranchi University Ranchi, India**

 Business management, Masters (Finance & HR) 69%

**April 2003 – July 2005 Ranchi University Ranchi, India**

 Masters in Arts, Economics (Hon) 58%

**April 2000 – July 2003 Ranchi University Ranchi, India**

 Bachelors in Arts, Economics (Hon) 63%

**Other Certification**

 **2013**  Passed NCFM ‘**Fundamental analysis**’ module from National stock exchange (NSE)

 **IT Skills**

MS- Office

Tally 6.3, 7.2

 **Language**

HINDI Native

ENGLISH Fluent

**Key Strength**

\* Good logical and analytical reasoning skills \* Good at working on Microsoft excel, word and PowerPoint \* Decent understanding of microeconomics \* Can do multi-tasking \* Willingness to learn \* Good at communicating ideas \* Self-motivated \* A good team member \* High dedication to work \* Enjoys problem solving \* High adaptability to change \* Highly professional conduct

**First Name of Application CV No:** **1667310**

Whatsapp Mobile: +971504753686

