***Curriculum vitae***

KAUSAR

**E-mail*-*** **kausar.349465@2freemail.com**

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| **PERSONAL STATEMENT** |

1. Aspire to reach the potential
2. Believe in the best.
3. Ability to adjust to people, circumstances & responsibility, with a drive for results through self-motivation
4. Good analytical, inter-personal & communication skills

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| **Educational Qualification** |

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| **Passing Year** | **University** | **Program** |
| 2000-01 | MUMBAI | **S S C**  |
| 2003-04 | MUMBAI | **H S C**  |
| 2006-07 | MUMBAI | **B.com (Banking and Insurance)** University of Mumbai  |

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| **Computer Knowledge**  |  Completed a DOAG Course( Diploma in Office Automation and Graphics ) From Keerti Institute, mulund |

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| **PROJECT WORK**  |  SIDBI(Small industries development bank of India) IRDA(Insurance regulatory development authority of India) |
| **Mba(Finance)** | Successfully completed MBA in Finance(from ICFAI University) |
| **PREVIOUSLY WORKING** | Worked as a part of Channel Development team with ICICI PRUDENTIAL, MumbaiFrom Aug’05 – Feb’06 |
| **PREVIOUSLY WORKING** | VSNL (Videsh Sanchar Nigam LTD) |
| **Job description** | As a Technical Executive  |
| **Duration** | 3 months (From Sept’07 – Dec’07) |
| **PREVIOUSLY WORKING**  | RELIANCE LIFE INSURANCE COMPANY |
| **Position** | NON-MEDICAL UNDERWRITER (DEALING WITH MEDICAL CASES TOO)**PRINCIPLE ACCOUNTABILITIES:**SELECTION AND CLASIIFICATION AND DECIDING ON ACCEPTANCE OF RISKS- BASICS OF UNDERWRITING THAT INCLUDE:1. **PROFILING**:- BASED ON THE INCOME, OCCUPATION, LOCATION, EDUCATION etc, WITH THE HELP OF THE INFORMATION GIVEN IN THE PROPOSAL FORM – INITIAL UNDERWRITING.**2. FINANCIAL VIABILITY:-** BASED ON THE AML/KYC DOCUMENTS AND THE INCOME PROOF DOCUMENTS – FINANCIAL UNDERWRITING. |
| **SPECIAL ATTRIBUTES** | **HAS BEEN AWARDED FOR THE TOP PERFORMER OF THE COMPANY FOR GIVING HIGHEST PRODUCTIVITY (TWICE IN A YEAR)** |
| **Duration**  | FROM 8 JAN 2008 TO 8TH APRIL 2009 |
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| **PREVIOUSLY WORKING**  | **WITH PEERLESS GENERAL FINANCE & INVESTMENT CO.LTD.**AT AN EXECUTIVE LEVEL(HANDLING COMPLETE OPERATION WORK i.e. RESOLVING QUERIES THROUGH EMAIL, FILLING UP DETAILS OF CLIENTS,CHECKING KYC DOCS,CHECKING FROM OVERALL PROSPECT AND THROUGH FINANCIAL ASPECT TOO DEATH CLAIM SETTLEMENT,ETC ) **WORKING SINCE 9th FEB’10 - 20TH OCT’2010** |

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| **CURRENTLY WORKING** | * **Willis Processing Services India Ltd:**

**Designation:** Team Member**Tenure:** 7th February , 2011 till date**Job Profile**:* Handling Marine and Non Marine (which covers property, Casualty, Hull, Cargo, theft, burglary, health, personal injury accidents etc claims).
* Manage claims from first advice to final settlement with attorney’s involvement (Surveyor).
* Reconciliation of balances for overall outstanding balances.
* Ensure prompt payment of claims within Willis payment targets.
* Ensure that underwriters are kept fully advised of claims within company targets.
* Acting as an intermediary between the client and underwriter to resolve their queries.

**Responsibilities Undertaken**:* Client servicing and obtaining client satisfaction and trust.
* Resolving the various queries of the client and accordingly co-coordinating with the underwriters and getting them sorted promptly.
* Ensuring smooth transfer of fund to clients within Willis time frames.
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| **Personal Details** |
| **Marital status** | Married |
| **Date of Birth**  | 29th April 1987 |
| **Languages Known**  | English, Hindi, Marathi. |
| **Hobbies** | Listening Music, Working on Computer etc. |
| **Major Illness**  | None |
| **Nationality** | Indian |
| **Visa status** | Visit |

**Declaration**

I do hereby declare that, all the statements made in the document are true, complete and corr)ect to the best of my knowledge and belief.

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**KAUSAR**