

SREEJA

SREEJA.363567@2freemail.com

**OBJECTIIVE:**

To secure a challenging position where I can effectively contribute my skills as management professional to achieve the goals of organization.

**WORK EXPERIENCE**

**Worked as Senior Underwriting Assistant cum Admin in Allianz India, Technopark, Trivandrum from April 2016 to April 2017**

**JOB PROFILE**

* Supporting the Assistant Manager in various operational activities like work allocation, quality checking, generating and analyzing Management Information.
* Reviews the broker presentation and process the policy information into a web based application known as Salesforce.
* Analyzing and updating of clients financial information from a financial score provider (Graydon).
* Communicates with colleagues in UK for conveying the policy information and also for process concern.
* Communicate with the process owner for weekly, monthly updates as well as for any process related concerns.
* Innovation spoc of the team- has driven the team to come up with cost efficient ideas which can improve the process and best practice sharing for the operation and Sales force application
* Organize and schedule appointments.
* Assist in the preparation of regularly scheduled reports.
* Develop and maintain a filing system.
* Update and maintain office policies and procedures.
* Act as the point of contact for internal and external clients.
* Provide general supports to visitors and plan meeting and take detailed minutes

**Worked as Analyst at Envestnet Asset Management Pvt.Ltd, Technopark Trivandrum from June 2015 to November 2015.**

**JOB PROFILE**

* Preparing service request application for new accounts or securities
* Analyzing and reviewing the position of new accounts
* Investment program selection and portfolio construction
* Reconciliation of accounts
* Reporting the performance of custodian and keeping the record of each clients by a/c to a/c

**Worked as Senior Financial Associate at RR Donnelley India Outsource Pvt. Ltd, Technopark, Trivandrum, From Feb 2012 to June 2015.**

**JOB PROFILE**

* Handling accounts payables and receivables of commercial insurance.
* Reconcile cash receipts to receivables.
* Research and resolve all incorrect payments.
* Documentation of financial data of clients.
* Communicating and negotiating with the clients on deadline and creating good client relation.
* Produces Daily/Weekly/Monthly reports for consumption by Finance, business users, and the Crump Life Insurance Services leadership team.
* Supports senior financial analysts/managers on projects, reports, and other duties.
* Manage account records; submit all proper channel reports on transaction business for all accounts.
* Supports hr team such as maintaining employee files and hr filing.
* Assist HR manager in hiring
* Preparing policies and process
* Address employee concerns at the first level.
* Administration of office requirements and equipments
* Updating contracts and renewals

**EDUCATION:**

* **MBA** - **HR & Finance** from Institute of Management in Kerala in 2011.
* **B.Sc Zoology** from Govt. All Saint’s College Trivandrum, Kerala University in 2008.

**ACHIEVEMENTS / AWARDS**

* Got star performer award for the year 2014.
* Millennium zoology for the year 2009

**PERSONAL TRAITS:**

* Goal Oriented
* Dynamic & Hardworking
* Good in Team Work
* Good in Inter personal relationship and communications
* Good command on **tally 9, Ms office**, **Ms excel** and internet

 **Declaration**

I hereby declare that all the above mentioned details are correct and true to the best of my knowledge and belief.