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**Veena**

**Veena.369916@2freemail.com**

**Accounts Executive**

A multi-faceted professional with expertise in understanding operational & frontline nature of the job and prioritizing various tasks & deliverables as required by customers & management

Seeking challenging assignments in **AccountingProcess**with an organization of repute, preferably in Insurance sector.

**PROFILE SUMMARY**

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| **FUNCTIONAL SKILLS**Accounting ProcessQuality AssuranceStatutory ComplianceTraining & DevelopmentLiaison & CoordinationClient Relationship Management**SOFT SKILLS**CommunicationPlanningAnalyticalPeople ManagementDecision Making | * A result oriented professional with **nearly 6years and 10 months** of experience in Accounting **Process, Quality Assurance and Client Relationship Management**
* Handling accounts portfolio for Reinsurance class of business.
* Deft in informing the clients if statements are accepted, organizing payments to clients and the repair or replacement of lost items
* Possesses a clear understanding of the **General Insurance Industry** with the distinction of instituting new practices to achieve business excellence at the lowest overall cost
* Proficient in coordinating Clients, Carriers & Adjusters to ensure settlements according to required quality standards
* Adroit in **cementing healthy relationship with key accounts** for generating business and leading workforce towards accomplishing business and corporate goals
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**EMPLOYMENT CHRONICLE**

**June ‘10– till28/04/2017 with Willis Towers Watson Global Services Private Limited, Thane (W) as Accounts Executive**

*(Process: Reinsurance–Accounting Business)*

**Key Result Areas:**

* Managed facultative and Treaty business for Reinsurance portfolio.
* Involved in settlement & collection of insurance claims from initial notification to settlement & closure
* Supervised claim payments and followed up with carriers for their agreements/ settlement; ensured the timely settlement of claims to the clients.
* Conducted regular follow ups with Clients / Surveyors / Adjusters to ensure the Account is kept moving, thereby reducingthe overall client life cycle.
* Built & maintained good rapport with Clients, Carriers & other parties involved in the process by regular phone calls, emails and conference calls to ensure best services to the client.
* Ensured compliance of the files, discussion with UK counterparts on certain queries and issues to provide better client services
* Provided assistance toPlacing Team at the time of renewal of business by providing them vital information on the special services provided to the client.
* Imparted on the job training for new associates joining the team
* Performedquality checks for payments processed by associates to ensure 100% quality service

**Key Result Areas:**

* Looked after treaty accounts which comprises of claims & premium handling of various accounts
* Also handling **LORS (Lloyds Outstanding Reinsurance Scheme)**– Settlement made to Lloyds syndicate keeping in mind the demands and challenges of the Syndicate clients.
* Responsible for managing the entire portfolio from processing premiums & claims into system to providing the financial position to client on a quarterly / half yearly / yearly basis
* Liaised with various parties involvingClients, Carriers & Adjusters in the process of handling accounts
* Administered payments for both Claim & Pro rata business and follow up with Carriers & Finance Department for ensuring quick payments to client

**CHOLASTICS**

2010 T.Y.B.Com.FromK.J. Somaiya College of Science & Commerce, Vidyavihar

2008 XII from Menon College of Science & Commerce, Bhandup

2004 X from IES. ChandrakantPatkarVidyalaya, Dombivli

**PERSONAL DETAILS**

Date of Birth: 05th September 1989

Marital Status: Married

Type of Visa: Visit Visa

Languages Known: English, Hindi, and Malayalam&Marathi