***SARANYA***

***Saranya.372189@2freemail.com***

**Career Objective**

To build on present skills and experience to seek a position that provides opportunities to obtain a challenging position with a leading organization that would facilitate transformation of my ability, experience and skills to create Value for the Company, Client and Myself.

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **INSTITUTION** | **UNIVERSITY** | **YEAR** |
| BSC Botany | SANATHANA DHARMA COLLEGE ALAPPUZHA | Kerala University | 2009-2012 |
| Pre-university | GHSS Ayaparampu | Kerala State Board | 2007-2009 |
| SSLC | GGHSS HARIPAD | Kerala State Board | 2007 |

**Experience**

* Worked as an OFFICER IN STAR HEALTH AND ALLIED INSURANCE CO. LTD

 From 16-12-2015 to 30-06-2017

**Responsibilities**

* Maintaining accounts of Branch.
* Handling customer queries.
* Verify the risk proposal & perform underwriting work
* Monitoring day to day operations of Branch.
* Authorize claims according to the rules & regulations.

**Personal Profile :**

Date of Birth : 02-February-1992

Sex : Female

Marital status : Married

Nationality : Indian

Languages known : English, Hindi, Malayalam, Tamil

**My strength**

* A Self-starter with good communicational, organizational and team skills.
* Have the capability to quickly learn, practice and perform in new fields and subjects.
* A strong believer in integrity, transparency and timely work execution.
* Good presentation and listening skill.

**Computer skills**

* Microsoft Excel
* Microsoft word

**Academic projects**

* Factors Affecting Plant Growth

**Extracurricular activities**

* Reading
* Listening music
* Playing Badminton

**Declaration**

I hereby declare that the above detailed information is authentic and accurate to the best of my knowledge and belief.