**Prathiba**

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**Administrator Assistant**

**Email**: [prathiba-394010@2freemail.com](mailto:prathiba-394010@2freemail.com)

**SUMMARY**

* Prepare, send and store invoices
* Update internal accounting databases and spreadsheets
* Prepare financial statements in timely manner.
* Maintaining diaries and arranging appointments.
* Ensuring meetings are effectively organized and minute.
* investigate all details for insured client for various line of business
* Perform daily database maintenance.
* Typing, preparing and collating reports.

**To obtain a challenging and ambitious position in Administrative Assistant/ Personal Assistant//Administration or Assistant Accountant where skills and knowledge get enhanced and can add to the growth of the organization.**

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| **AREAS OF EXPERTISE** | | | |
|    Reporting - MIS |    Analytical Skills |     Communication Skills |
|    Pricing & Inventory |     Microsoft Office |     Organiser |
|    Accounts Receivable |     Typing |     Calendar Management |

**WORK EXPERIENCE**

**Procurement Service Associate, Bangalore, India**  July 2018 - April 2019

**Responsibilities:-**

* Managing obligations to suppliers, customers and third-party vendors
* Process bank deposits
* Prepare, send and store invoices
* Contact clients and send reminders to ensure timely payments
* Update internal accounting databases and spreadsheets
* Expense check administration duties
* Prepare financial statements in timely manner.
* Address both client and team problems.
* Perform daily database maintenance.
* Develop and manage daily paperwork for invoicing and mailing.

**Personal Secretarya,Bangalore, India** Feb 2012 to June 2018

**Responsibilities:-**

* Answering calls, taking messages and handling correspondence.
* Maintaining diaries and arranging appointments.
* Typing, preparing and collating reports.
* Liaising with relevant organizations and clients.
* Ensuring meetings are effectively organized and minute.
* Liaising with the Chair to plan meetings.
* Keeping a record of the organization’s activities.

**Claims & Back End support,** **Bangalore, India**  2010- 2012

**Responsibilities:-**

* [Liaising with the claimant](https://www.totaljobs.com/careers-advice/job-profile/insurance-jobs/insurance-advisor-job-description) and advising them on any issues that arise
* Help the insurer investigate the claim to ensure genuinely (verification)
* Working with [risk analysts](https://www.totaljobs.com/careers-advice/job-profile/insurance-jobs/risk-analyst-job-description), brokers and [underwriters](https://www.totaljobs.com/careers-advice/job-profile/insurance-jobs/underwriter-job-description)
* Ensuring a fair settlement and good customer service for the client

**Accounts Receivable**  2009 - 2010

**Responsibilities:-**

* Evaluating all claim and policy information and investigate all details for insured client for various line of business and ensure applicable coverage of individual.
* Investigate and prepare reports for all denials of claims and settlements and provide update on all files and recommend reserve changes to all claims.
* Coordinate with team leader and attorneys and prepare all cases for trials and record all statements of witnesses and participate in all claim file review and audits.

**ACADEMICS**

**Bachelor of Commerce, IGNOU, Bangalore**

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| **PERSONAL DETAILS** | |
| Date of Birth | December 20, 1990 |
| Languages Known | English, Hindi, Telugu |
| Maritial Status | Married |
| Nationality | Indian |
| Hobbies | Playing Shuttle, Reading Books |

**Declaration**

I hereby declare that all the information furnished above is correct and true to the best of my knowledge

and belief.

Place: Bangalore Signature

Date: ( Prathiba )