

**AKSHITA**



* **Objective:** To be associated with a progressive organization that provides an opportunity toapply my knowledge and skills in order to keep abreast with latest trends and technologies.
* To be a successful entrant in carrying out tasks effectively in the Organization.



**ACCOMPLISHMENT**



 Enthusiastic and committed to maintain quality andefficiency.

 A hardworking person with a strong sense of cooperation and strict adherence to discipline anddedication .

* A self -confident and positive attitudeperson.
* Timely conscious in discharging my duties to the entire Satisfaction of mysuperiors .
* Data Entry, Time Manageme nt.
* Deadline-Oriented.

**PROFESSIONAL EXPERIENCE**



**Currently working as sales coordination and Clerical support - Dubai, U.A.E**

**Location:** Dubai, U.A.E

**Duration:** 2017 to till now…

**Nature of work:** Currently working as ‘Sales coordination and

Clerical support’.

***Key Results:***

* Identify and access customers need to achieve satisfactions.
* Handle complaints provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution.
* Resolved product service problems by clarifying customer’s complaints and handle inventory.
* Promote the new services and making survey for the customer satisfactions.
* Responsibilities include handling the sales coordination, handling office supplies.
* Maintain the quality service.

**W orked for Berkshire Hathaway for 1year as an ‘Analyst’ – Delhi, India**

**Organization: Xceedance**

**Location**: Delhi

**Duration**: 2016 to 2017

**Nature of work**: As an ‘Analyst’ for analytics & process optimization

**Company’s Profile**: Xceedance is a global provider of managed services to insurers, andProficient in advanced technology.

***Key Results:***

* Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
* Receiving medical claims documents and assisting underwriters
* To provide quote for the same before any change is made to the policy as per the guidelines provided.

 Drafting Healthcare wording for client and sending to Underwriter.  Record any medical charges and other payments or adjustments.

* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities.
* Sells products by establishing contact and developing relationships with prospects; recommending solutions.
* Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
* Prepares reports by collecting, analyzing, and summarizing information
* Maintain quality service by establishing and enforcing organization standards recommending policies and procedures.
* Contribute to team effort by accomplishing related results as needed.

**Worked for 2 Years & 6 months with Cognizant Technology Solutions India Private Limited as an ‘Underwriter Assistant’ – Delhi, India**

**Organization: Cognizant Technology Solutions India**

**Location:** Delhi

**Duration**: 2014 August to 2015 October.

**Nature of work**: As an ‘Underwriter Assistant’ played a significant role in the entire organization.

**Position**: Office Administration

***Key Results:***

* Worked in **Endorsement team** where need to make changes in the existing policy of customer like changes in name of insured, Mailing address, Limit of coverage, Addition of new coverage and deletion of existing coverage, excluding and including the officers as per law.
* Performing data entry duties and handling all data efficiently
* Ensures accuracy while processing customer request on the policy and providing quotes and certificate of insurance to the underwriter and the client.
* Assisting with the workload of other teams in the department according to their skills and development needs to trained and mentor new members of their team depending on experience and knowledge.
* Drafting policy wording for client and sending to underwriter.
* Also, **assist Underwriters** in approving any particular request in terms of providing essential information to the Underwriters so that the Underwriters can take appropriate decision i.e. to approve or decline the coverage.

**EDUCATION & CERTIFICATIONS**



* **Bachelor of Science (B.SC.) in 2013 from Delhi University - (India)**
* **XII from ISC board in 2010 - (India)**
* **X from CBSE board in 2008 - (India)**



**OF NOTE**



**Computer Skills:**

* MS Office (Word, Excel, PowerPoint, Access, Outlook)
* Well verse In Internet Knowledge
* TALLY ERP 9,7.2
* Well versed Knowledge in Computer Soft Ware & Administration

**Personal information:**

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| --- | --- | --- |
| Date of birth | : | 18th October 1993 |
| Nationality | : | India |
| Religion | : | Hindu |
| Gender | : | Female |
| Marital status | : | Unmarried |
| Languages known | : | English, Hindi |
| Email ID | : | Akshita-396920@gulfjobseeker.com  |
|  |  |  |

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**Declaration**

I hereby declare that the details furnished above are true to the best of my knowledge.

(**AKSHITA**)