

## Resume

**Akshay Bharat Bora**

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### **CAREER OBJECTIVE:**

“To work for a progressive origination where my multi- faced skill and capabilities will ensure me to contribute effectively towards long- term development of both corporate & personal goals. And if given the opportunity I will definitely make a valuable contribution to the team.”

### **PROFILE SUMMARY:**

- 07 years of experience in Accounting, Finance Operation, Insurance Operation & Customer Service.
- Presently associated with Aditya Birla Health insurance Co. Limited as a Branch Service Manager.

### **ORGANIZATIONAL EXPERIENCE:**

**Aditya Birla Health Insurance Co. Ltd as a Assist Manager (Branch Operation) \_Ahmednagar Branch.  
(May-2021 to till on date)**

#### **Role and Responsibilities: -**

- Handling of New Business proposal form processing, Customer Service, Renewal calling, primary underwriting, S2S Service to Sales, Other back-office work.
- Handling of Cancellion, Retention, Retention of customers who come to branch/email for Cancellion of policy, by means of educating about benefits of long term stay and use of retention kit.
- Handling of Receipting of Premiums new business, renewals, agency, shortfall premiums etc. all types of payments in cash and cheque at branches.
- Handling of Driving conversion of new business by means of follow-up with sales team on requirements Driving End to End TAT.
- Handling of Medical Co-ordination in medical booking with medical Centre, sales team and customer.
- Handling of reimbursement claim document acceptance, scrutiny, and inwarding & register and query answer
- Handling of Answering and screening policy serving/cashless reimbursement claim & internal and external phone calls and emails. (internal & external)

**Future Generali India Insurance Company Ltd as an Executive - Branch Operation cum finance \_Pune Branch. (Feb-2019 to Apr-2021)**

#### **Role and Responsibilities: -**

- Handling daily basis proposal retail health product acceptance & scrutiny.
- Handling of health policy issuance process.
- Handling daily basis premium, general ledger & agent float receipting and updating of collection report in system.
- Handling of Banking Process for cheque & Cash.
- Handled recon related collection premium, agent float, and disbursement of payment claim, refund, employee reimbursement, vendor & service provider.
- Handled recon GST, TDS related agent, vendor and service provider.
- Handled commission related all activity from Agent, stakeholder.
- Handling Agent's & Broker commission process.
- Handling accounting process of admin employee reimbursement, vendor & servicer provider related handled.

- Handling all activities accounting entries, documentation and payment of employee, vendor & service provider.
- Handled branch accrual in employee and vendor detail.
- Handled branch petty cash.

**Star Health and Allied Insurance Co. Ltd as an Executive (Accounts) \_Pune Zone office (May-2016 to Dec-2018)**

**Role and Responsibilities: -**

- Handling the reconciliation process of collection premiums in branch's.
- Handling the all type of collection accounting related pass JV's behalf of branches.
- Handling the refund of premium, excess premium accounting documentation, Journal and ledger entry posting behalf of branches.
- Handling refund payment process in customer behalf of branches.
- Handling and prepare zonal under branch's expedience budget.

**Professional and Educational Qualification: -**

Year	Professional and Educational Qualification	Institute/College/School	University	Mark's
May 2015.	MBA (Finance Management)	IBMRD Ahmednagar	Pune University	60.43 %
April 2013	B.COM (Commerce stream)	Pemraj Sarda College Ahmednagar	Pune University	50.00 %
Feb 2009	H.S.C. (Commerce stream)	Shankarao Butte Patil Mahavidylya and Junior College,Junner	Pune State board	53.17 %
March 2007	S.S.C	New English School, Ahmednagar	Pune State board	45.69 %

**Personal detail: -**

**Address:** Sr.No. 5754B, Flat No 100, Shri Balaji Apartment, Chitale Road, Opp. Ahmednagar. 414001

**Gender:** Male

**Marital status:** Single

**Nationality:** Indian

**Date of Birth:** Aug 19, 1991.

**Languages Known:** English, Hindi, Marathi and Marvadi.

**Strength:** Passionate about work, Creative, Hard, Smart work Sincere, and Believe in myself, Self-motived.

**DECLARATION: -**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Your Sincerely

**Akshay Bora**