

# ARVIND

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## OBJECTIVE

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Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. A highly organized and hard-working individual looking for a responsible position to gain practical experience.

## SKILLS & ABILITIES

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- Operations & Management.
- Knowledge of processing General Insurance Proposals.
- Strong communication skills.
- Conflict management skills & positive ideas to motivate colleagues.
- Able to set goals & stick to them until they are accomplished.

## TECHNICAL SKILLS

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- MS Office proficiency.
- MS Excel advance certified.
- SAIBA software.
- Computer basics.
- Good skills with data management and validation.

## EXPERIENCE

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March,2016 to Present	<p>Assistant Manager, <b><i>Prudent Insurance Brokers, Gurugram</i></b></p> <ul style="list-style-type: none"> <li>• Collaborating with multiple teams for renewal advice validation.</li> <li>• Proactively making validation for upcoming renewals for multiple teams.</li> <li>• Preparing and delivering summarized and collective reports of renewals as lost, won and work in process to higher management.</li> <li>• Preparing and delivering reports on RFP to higher management.</li> <li>• Receipting &amp; uploading the fresh and renewal cases in the SAIBA software.</li> <li>• Scrutiny of proposals, policies &amp; endorsements etc.</li> <li>• Endorsement and cancellation of policies.</li> <li>• Preparing data for company internal use and implementation.</li> <li>• Co-ordination with internal team for work in process resolution.</li> <li>• Maintaining and validating payments data with multiple teams.</li> <li>• Quality check for all policies and endorsements.</li> </ul>
February,2015 to March,2016	<p>Executive, <b><i>Max Life Insurance, Gurugram</i></b></p> <ul style="list-style-type: none"> <li>• Policy and endorsement issuance on company portal.</li> <li>• Co-ordination with internal teams for work in process resolution.</li> <li>• Endorsement and cancellation of policies.</li> <li>• Quality check for all policies and endorsements.</li> </ul>

## CERTIFICATIONS

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- Master Diploma of Web Designing.
- MS Excel advance certification.

## EDUCATION

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- 10<sup>th</sup> Passed from CBSE Board Delhi
- 12<sup>th</sup> Passed from CBSE Board Delhi
- Graduation (Bachelor of Arts) Completed from Delhi University