

RESUME

Dinkar Janardhan Datar

Sr. No. 38/1, Samtha Housing Society Kharadi Road Chandannagr, Pune -411014

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Career Objective

To work in an open and conducive environment wherein I could integrate my academic knowledge and skills for mutual benefit.

Career Summary

- Good Knowledge of Microsoft office (MIS) Applications.
- Able to handle work pressures and adhered to deadlines.
- Ability to organize and motivate a team.

Technical Skills

- Programming: C++
- Operating Systems: Windows XP/7
- Communication
- Team handling

Experience

Future Generali India Insurance Company Limited
Executive - Health Claims Operations

06/09/2023 To 24/09/2024

- ❖ A strong commitment to maintaining the integrity of corporate health policies in the dynamic landscape of health insurance.
- ❖ Multifaceted and involves comprehensive management of corporate health policies.
- ❖ Oversee the intricacies of policy administration, including tasks like member addition, deletion, correction, and endorsements.
- ❖ Processing policy data with meticulous attention to detail.
- ❖ Handling the complexities of policy information, ensuring accuracy in records, and maintaining up-to-date and reliable data systems.
- ❖ Keep informed about industry changes and implementing necessary adjustments to guarantee compliance.

Bajaj Allianz General Insurance Company Ltd.
Jr. Executive Virtual Relationship Executive

01/12/2022 To 04/08/2023

- ❖ Solving the problem regarding Agent's Queries.
- ❖ Recruiting Agent's for specific business.
- ❖ Handling and Managing Work from agents.
- ❖ Attending Agents call Weekly and monthly status reporting to ZH Head and CH Head.

Bajaj Allianz Staffing Solution Limited
Operation Officer / MIS Executive

19/08/2019 To 30/11/2022

- ❖ Weekly and monthly status reporting Respective SPOC.
- ❖ NPS reports across all touch points (Health Claim, Motor Claim, Policy issue & Renewal)
- ❖ SMS Campaigns Publishing from end to end to customers.
- ❖ Question arc creation with bitly link.
- ❖ Making MIS Reports
- ❖ Analysis on comments with category section.
- ❖ Loop holes for each process & improvement session to team with customer analysis.
- ❖ Proving successful working within tight deadlines and fast-paced atmosphere.
- ❖ Blocking and unblocking any Insurance Renewal.
- ❖ Drafting and issuing Renewal Notices to clients.
- ❖ Updating Commercial Discounts on Insured Declared Values.
- ❖ Working to resolve discrepancies in payments as a matter of urgency.
- ❖ Deleting old Basic information and Policy Details and regenerating Updated Basic information and Policy Details for clients.
- ❖ Handling Remapping IMD to IMD or Policy wise.
- ❖ Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
- ❖ Handling any kind of Escalation regarding fields.

Educational Qualifications

| Qualification | University/Board | Year of Passing | Percentage |
|---------------|----------------------------------|-----------------|------------|
| B.COM | Savitribai Phule Pune University | 2022 | 62% |
| HSC | Maharashtra State Board | 2018 | 51% |
| SSC | Maharashtra State Board | 2012 | 57% |

PERSONAL PROFILE

- ❖ Date of Birth : 27-05-1997
- ❖ Marital Status : Married
- ❖ Known Languages: English, Hindi, Marathi
- ❖ Hobby : Travelling, Playing Cricket.

DECLARATION

- I hereby declare that all the information furnished above is true to the best of my belief.

Dinkar Datar