

# **GAURANG FATAK**

Date of Birth : 07<sup>th</sup> December 1986  
Address : S/o Sh. Jayram Fatak,  
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## **CAREER OBJECTIVE**

To become a successful professional in the field of Banking & Insurance & Looking for an excellent opportunity to work as "Banking & Insurance Executive" with my excellent experiences and key skills. This will help me to contribute in better way in to global growth of your esteemed Organization.I have willingness to work as a key player in challenging & creative environment.

## **PROFILE**

Diligent & goal oriented professional with an excellent career of about 6 years, spearheaded with "RAKSHA HEALTH INSURANCE TPA PVT Ltd as **Health Claim Investigation As Well As Corporate Relationship Executive.**

- Investigation of claims
- Investigation & on Spot verification of claims
- Investigation of Post File Query.
- Investigation of Risk of Claims
- Smooth Functioning of Investigation Dept. to other Dept. like AUDITS & Doctors Team.
- Review of Files Claim related documents bills & Receipt verified.
- Handling Clients Complaints.
- Using CRM System to Manage Relationship.
- Collecting and Analyzing Clients Data.
- Claim Supports For Client
- Resolve and Submit Clients Queries on Policy and Claim Processes.
- Responding Clients Calls Agents Calls For Claim Status.
- Coordination with Clients Agents and Insurance Company for Smooth Functioning of Claim Process.
- Regularly Visit in Insurance Company and Corporates for Manage Business.
- Coordination with Our Internal Claim Process Team for Seamless Process of Reimbursement Claims and Cashless Claims.
- Maintain MIS Regarding Claims Cleints and Insurance Companies.
- Regulary Meeting With Insurance Company's DM RM and Agents Regarding Claim Process and Better Services for Clients.
- Settle Claims as Per TAT of Reimbursement Claims and Cashless Claims Approvals.



- Collects Claim Documents From Clients and Agents and Different Corporates for Claim Process and Claim Settlement.
- Dispatching Claim Documents To Different Insurance Companies and Corporates.
- Take Some Special Approval From Insurance Companies For Claim Processes as when Required.

## PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS

### PROFESSIONAL EXPERINCES:

Organization	Work Responsibilities	Designation	Duration
RAKSHA HEALTH INSURANCE TPA PVT. LTD.	Claim Investigation & Corporate Relation & Claim Process	Sr.Executive CRM	Feb 2018 to August 2023
KOTAK MAHINDRA BANK, Vadodara.	Verification & Analysis of Credit Finance Files	Credit Executive	July 2016 to Dec 2017 (1Years & 06months )
HDFC Bank CPA. Vadodara.	Credit & Operation Executive	Executive	June 2014 to June 2016 (02 Years)
Aum Plast Proprietary Firm. Vadodara.	HR & Admin Executive	Executive	August 2012 to May 2014 (One Year & 9 months)

## ACADEMIC PERFORMANCES

Course Name	Institution/University	Passing Year	Marks (Percentage)
B.COM (Fin.& HRM)	M.S. University, Vadodara	2008	PASS
PGDBM	BHAVANS College, Vadodara	2009	58%
PGDLP	M.S. University, Vadodara (Faculty of Law)	2010	64%
PGDHRD	M.S. University, Vadodara	2011	55%
PGDIRPM	M.S. University, Vadodara	2012	Grade-B

## TECHNICAL SKILLS

- Banking Software : Fin one LoS, Finnacle Software
- Computer Proficiency : MS-office (MS-Word, PowerPoint, MS-Excel)
- Languages : English, Hindi, Gujarati & Marathi



## INTERESTS & HOBBIES

Listening Music, Cricket, Badminton etc.

## DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Date:**

**Place:** Vadodara.

(Gaurang Fatak)

