



Mayur Sunil Nagare

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Address : B-wing, room no. 309, Mira Sankul, Kailas nagar, Near saibaba mandir, Dombivli (W) 421202

Gender : Male

Religion : Bauddha

Date of Birth : 20-Feb-2000

Objective

Executive Summary

Experience of working insurance TPA & Microfinance firm around 3 years in Account Management of Employee health & benefit portfolio where managing overall employee health & benefit cycle & taking care of GMC, GPA, GTL, TOP UP Policies & maintaining clients monthly addition & deletion data for dependent, tracking day to day cashless & reimbursement claims with insurer for approval. Following with up client for query documents. Guiding client for query requirement & policy benefit etc. Policy awareness for employee, Solving employee's issues, Client relationship Management, Service-Level Agreements (SLA) Monthly enrollment, follow up with broker's, insurer & TPA team for employee's query Resolution Etc.

Career Objective

To take the work with great sense of responsibility, willingness to learn new things, enjoy the challenges of new situation & accept it to make positive contribution.

Work Experience

Svatantra Microfin Private Limited
Executive – HR (Employee Health & Benefit)

Dec 2022----- Present

- Process Improvement – (EH & Benefit) Employee Count 10,500 – lives 26,000
- Managing GMC, GPA, GTL, TOP UP Policies of Svatantra mirofin pvt ltd.

- Managing day to day cashless & reimbursement claims of employees.
- Solving day to day issues in claim.
- Handling end to end settlement of death /Accidental claims.
- Guiding employee on policy & employee benefit part in mediclaim.
- Preparing monthly mediclaim MIS for Management (GMC,GPA,GTL, TOP UP)
- Preparing weekly Mediclaim MIS for Zonal HR, State HR, Divisional HR.
- Verifying claim documents share by employee etc.
- Weekly meetings with external vendors for escalated & stuck cases.
- Preparing monthly endorsement for addition & deletion.
- Weekly review of claims MIS for document deficiency.

Medi Assist Insurance TPA Pvt Ltd.

July 2021 ----- Dec 2022

Executive – (Account Management) Client – JLL – Employee count 11,500 – Lives 28,000

- Managing day to day cashless & reimbursement claims.
- Follow up with client for query documents.
- Co-ordination with internal team for claims, Documentation, Enrollment, Policy.
- Solving HR/Broker/employees query on claims.
- Taking follow up with medical team for claim processing.
- Weekly report for query pending cases.
- Monthly report for addition, deletion, correction data for endorsement.
- Web site information, login credentials for client.

Education

MMS – (HR)

2022 — 2024

Rohidas Patil Institute of Management Studies

Appearing (Final Year)

BMS – (FINANCE)

K.G. Joshi college of arts & N.G. Bedekar college of commerce

2017 — 2020

Percentage: 70% CGPA : 7.92

H.S.C

2015 — 2017

E.B. Madhavi Jr. College

Percentage: 65.03%

S.S.C

2015

S.H. Jondhale Vidyamandir

Percentage: 54.00%

Key Skills

Microsoft outlook – Mail Draft, scheduling teams meet, Etc

Microsoft Excel – Vlookup, Hlookup, Xlookup, Data cleaning, Conditional formatting, Pivot table Etc

Microsoft Word – Word files preparing Etc.

Language

Marathi, English, Hindi

Interest

Listening Music, Watching movies & web series etc.