

# **RESUME**

## **PRACHITI SUBHASH BABAR.**

1905,19<sup>th</sup> Floor Seven Hills Society

Shivaji Nagar , Bhandup(W),  
Mumbai – 400078.

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## **OBJECTIVE:**

To be associated with a progressive organization that gives me scope to update my knowledge and skills in accordance with latest trends and to be apart of team that dynamically works towards the growth of the organization and gain satisfaction thereof.

## **ACADEMIC RECORDS:**

- M.com : Passed from Mumbai University  
Year: 2022-2023
- Graduation in (B.com) : Passed from Mumbai  
University Year:2020-2021.
- Higher Secondary Certificate (HSC) : Passed from Maharashtra State Board  
Year: 2017- 2018.
- Secondary School Certificate (SSC) : Passed from Maharashtra State Board  
Year: 2015- 2016.

## **Additional Certifications :**

- MS-CIT
- Tally With GST
- Advanced Excel
- Typing

## **WORK EXPERIENCE :**

### **1.HDFC ERGO general insurance company (Feb 2023 – Till date)**

Executive – Claims (Dep. RABG Claims) (HDFC ERGO)

### **Crop Insurance:-**

- Lot creation and lot processing on NCIP portal.
- Working on NCIP portal to process LOT IDs, As well as uploading Localized calculations and approving for the same. (NCIP Payment Process).

- Merging of paid reports on monthly basis which helps to reduce error while processing payments.
- Claims payment of outstanding claims coordinating with State team.
- Data validation, Data mapping i.e. AY/TY mapping, Exposure Mapping.
- Payment calculations of PMFBY scheme.
- Account details mapping with outstanding report.
- Reconciliation of Paid and Outstanding reports on monthly basis
- Reconciliation of dump on monthly basis.
- Bank Statement consolidation DBT/Regular/ Account.
- Bank statement reconciliation along with UTR mapping in the system against the debit transaction also processes the cancellation against the credit transaction.
- To checked claim calculation and system paid & outstanding report & process the NEFT rejection payment which is receive mail from the Bank.
- Monthly reconciliation of PHD case status which is received from finance team
- Handling NEFT Rejected cases and fresh payment cases of Grievance.
- Required payment details sent to bank, state team & internal team.
- Reconciliation of NCIP Payments with bank statement.
- Payment Data uploading in internal system
- Working on front end reversal file on monthly basis.

#### **1. Prodata Management Services Pvt. Ltd (06/10/2021 – 04/02/2023)**

Executive - Payout

- Preparing Daily Basis MIS reports on Pending cases.
- Follow up with ICICI prudential clients also handling there queries regarding processing.
- Drafting mail and sent ICICI prudential life clients for resolution on mail.
- Checking all KYC details and payment to the customers.
- Communicating with client for pending requirement.
- Drafting latters for customers.
- Preparing daily basis BOD & EOD MIS

#### **SkillsSummary:**

- Hard worker, Positive mind set, adaptable and a quick learner.
- Advanced excel (If Lookup ,Vlookup , excel shortcut etc)
- Good communication skill
- Positive attitude

#### **PERSONALDETAILS:**

Date of Birth : 31/01/2001

Language : Marathi, Hindi, English  
Marital Status : Married  
Religion : Hindu  
Hobbies : Cooking, Travelling, Dancing

**DECLARATION :**

I hereby confirm that all the information in this document is accurate and true to the best of my knowledge.

**Signature**  
**Prachiti subhash Babar.**