

# SACHIN PATANKAR

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## EXPERIENCE

### **Ericson Insurance TPA, Chembur —Customer relation exec**

14 Jan 2022 to 07-02-2024

- Coordinate with the broker and insurance company for daily updates.
- Follow up on insurance claims to ensure timely processing.
- Rectify any errors in the claims management information system for pending claims.
- Attend monthly corporate meetings to provide updates on claim status.
- Schedule meetings with the broker to discuss insurance matters.
- Visit the insurance office to address pending claims.
- The report claims updates to the manager.

**Annual CTC: -192,000/-**

### **Argonne Sofitech India Pvt Ltd, Thane — Claim Records Exec**

01st April 2021 to 31st Dec 2021

- Update the company software data as per the information received from US Health Care.
- Follow up on the claim files and review the turnaround time.
- Rectify claim MIS data for pending claims.
- Attend the weekly team meeting for claim status updates.
- The report claims updates to the manager.

**Annual CTC: -150,000/-**

### **Paramount Health Insurance TPA, Thane —CRM Executive**

01 Jan 2019 to 12 May 2020

- Coordinate with the broker and insurance company for daily updates.
- Follow up on insurance claims to ensure timely processing.
- Rectify any errors in the claims management information system for pending claims.
- Attend monthly corporate meetings to provide updates on claim status.
- Schedule meetings with the broker to discuss insurance matters.
- Visit the insurance office to address pending claims.
- The report claims updates to the manager.

**Annual CTC: -216,000/-**

### **Health India Insurance TPA, Vidyavihar — CSE Executive**

12th Jan 2018 To 25th Dec 2019

- Answering calls and addressing inquiries from insurance clients regarding their claims.
- Handling cashless and reimbursement requests during calls.
- Following up with the backend team for claims processing.
- Ensuring polite communication with clients during each call.
- Reporting any claim difficulties to the supervisor.

**Annual CTC: -186,000/-**

### **Waveline Sports, Andheri - Center Executive**

22<sup>nd</sup> Jan 2016 To 10<sup>th</sup> Jan 2018

- Follow up on leads to enroll in our program.
- Welcome walk-in customers and provide details about our program and structure.
- Update the swimming timetable.
- Update sales data weekly and monthly.
- Arrange monthly training assessments for swimmers.
- Schedule weekly coaches' meetings for feedback and updates.
- Report sales and operational updates to the manager.
- Follow safety measures and swimming protocols.

**Annual CTC: -220,000/-**

### **Paramount Health Insurance TPA, Thane- Call Center Executive**

22<sup>nd</sup> Jan 2016 To 10<sup>th</sup> Jan 2018

- Answering calls and addressing inquiries from insurance clients regarding their claims.
- Handling cashless and reimbursement requests during calls.
- Following up with the backend team for claims processing.
- Ensuring polite communication with clients during each call.
- Reporting any claim difficulties to the supervisor

**Annual CTC: -126,000/-**

## EDUCATION

Mumbai University 2011  
Bachelor In Arts (History)

## SKILL

- Active Listener
- Active Learning Skill
- System Administration
- Problem Solving
- Ability To Teach
- Time Management
- Decision Making
- Team Work
- Computer Skill
- Strong Work Ethic

## LANGUAGES

- English
- Marathi
- Hindi