

Shivanjaly Sharma

B.E. –Electronics and Communication

DOB: 13/01/1998

D/o: Ram Charan Sharma

Add: NH – 1A – 271 VindhNagar, near NTPC

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Career Objectives

Looking for an organization which will help me to explore my talent, hone my skills and utilize them in the best possible way for the attainment of their goals and to empower the world through digital innovation.

Academic Credentials:

Examination	Passing Year	Percentage/CGPA	Institution	Board/University
B.E. (EC)	2019	60%	Madhav Institute Of Technology & Science, Gwalior, M.P.	RGPV University Bhopal
Diploma (EC)	2016	65%	Kalaniketan polytechnic college.	RGPV
Class X	2013	70%	Saraswati Shisu Mandir, VindhNagar. (m.p)	MP BOARD

Projects & Trainings:

- ✓ **Minor Project:** Remote Control Car (May 2017 – June 2017)
- ✓ **Major Project:** Solar Panel Using Battery Charger
- ✓ **Industrial Training:** NTPC LIMITED VINDHYACHAL (M.P.)

Experience:

1. Till Now MDH Insurance Broking Company AS underwriter.

- **Managed RFQs** by analyzing client requirements and preparing competitive insurance quotes.
- **Prepared and reviewed quotations** based on risk assessments, policy terms, and market trends.
- **Collaborated with insurers and brokers** to negotiate the best pricing and coverage options for clients.
- **Ensured accuracy and compliance** in underwriting decisions, reducing policy risks and claim disputes.
- **Assisted in policy issuance** by finalizing quotes and coordinating with internal teams for approvals.

2. March 2023 –Indiamart B2B

- **B2B Calling:** Engaged in outbound calls to generate leads and build business relationships.
- **Self-Closure:** Independently managed the sales process from prospecting to deal closure.
- **Client Renewals:** Handled contract renewals, ensuring high retention of existing clients.
- **Needs Assessment & Solutions:** Identified client needs and provided tailored solutions to optimize business growth.
- **Market Analysis:** Conducted comparative market analysis to assess client profiles and recommend suitable offerings.

3. April 2022 VIDAL Health Insurance company (TPA) As a Executive.

- Processed and managed health insurance claims, ensuring accuracy and compliance with policy guidelines.
- Coordinated with hospitals, policyholders, and insurers to facilitate smooth claim settlements.
- Verified documents and medical records to assess claim validity and prevent fraud.
- Assisted in policy issuance, endorsements, and renewal processes for insured members.
- Maintained and updated records in the TPA system for efficient claim tracking.
- Resolved customer queries and provided guidance on claim procedures.
- Ensured adherence to regulatory standards and company policies.

Rewards & Ryecognitions: *(Certifications)*

- **Entrepreneurship Awareness Camp:** Participated in a camp organized by the **Department of Science & Technology, Govt. of India, New Delhi**, gaining insights into business development and innovation.
- **MATLAB Workshop:** Attended a hands-on workshop to develop skills in MATLAB for computational and analytical applications.

Interest & Hobbies:

- Listening Music, Dancing, travelling.