

**Mobile**

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Email

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Address

House No-507/36, Onkar
Nagar, C, New Delhi, 110035,
India.

EDUCATION

- **B. Com, Graduate**
Monad University, Hapur (UP)
2011-2014
- **Intermediate**
BSEMB - Board of Secondary
Education Madhya Bharat Gwalior
2004-2005

SKILLS

- Risk assessment and analysis
- Underwriting guidelines and procedures
- Negotiation and communication
- Training and mentoring
- Insurance application evaluation
- Regulatory compliance monitoring
- Report preparation and presentation
- Document review and assessment
- Claims analysis and evaluation
- Industry trend analysis
- Customer service and satisfaction
- Time management and efficiency
- Attention to detail
- Decision-making
- Teamwork and collaboration

PERSONAL INFO

- Date Of Birth : 14-03-1988
- Nationality : Indian
- Marital Status : Married
- Passport No : S1491373
- Visa Status : Employment

LANGUAGE

- English
- Hindi

SUKHVINDER SINGH

SUMMARY

Highly analytical Medical Underwriting professional combining more than 7+ years of work in the integration of new healthcare delivery system and restructuring of work in an increasingly complex regulatory environment, with proficiency in financial management, leadership and positive outcomes.

WORK EXPERIENCE**MEDICAL UNDERWRITER**

July 2022 to Oct 2023

Care Health Insurance, Gurugram, India.

- Handled Treaty of Dubai Insurance Company, Takaful Emarat, and Marsh Brokers for individual and renewal Business.
- Claim analysis, Negotiations, and maintained optimal claims ratio.
- Strong ability to generate quotes and provide multiple options to ensure client satisfaction and retention.
- Calculated burn cost, rack rate, and blend rate to assess the financial feasibility of insurance policies and ensure profitability for both parties.
- Conducted regular insurance company meetings to identify and address operational challenges and improve efficiency in processes related to application portals.

RELATIONSHIP MANAGER- UAE BASED PROCESS

April 2017 to June 2022

Omega Insurance Brokers LLC.

- Assisted with the renewal process of corporate medical insurance policies.
- Facilitated communication and negotiation between clients and insurance companies to finalize business transactions and meet client needs effectively.
- Arranged alternative quotations from insurance companies as requested by clients.
- Conducted training sessions for new employees to onboard them effectively and ensure with company policies and procedures.
- Managed Transition queues to facilitate a smooth handover of responsibilities during employee transitions.
- Aligned and optimized processes related to new business, renewal, and placements to enhance efficiency and streamline operations.

SENIOR OPERATIONS EXECUTIVE

Jan 2014 to Mar 2016

Jasper Infotech PVT. LTD., New Delhi.

- Handled post-sales queries.
- Assisted in resolving product-related issues by coordinating with relevant departments and stakeholders to ensure customer satisfaction.
- Managed damage claims, ensuring that appropriate actions were taken to address customer grievances and mitigate losses.
- Coordinated the arrangement of reverse pickups, both within and outside the desired network, to streamline the return process and improve operational efficiency.
- Arranged reverse pickup with or without the desired network.
- Managed refunds (via NEFT/RTGS/IMPS or various modes of payments).

EXECUTIVE OPERATIONS

Feb 2010 to Jan 2014

Home Shop 18, Noida, India.

- Coordinating with vendors to make sure business should go smoothly.
- Maintaining MIS to make sure what is coming and what is going out.
- Keep tracking all the inventories which have been ordered till the time it's been delivered.
- Managing refunds.
- Cross-selling, Upselling, and customer requirements, etc.

DECLARATION

I hereby declare that the above statements are true and correct as best of my knowledge and belief, I hope that above written will suit to your requirement.

SUKHVINDER SINGH