**SUVARNA SUBHASH RAHATE**

**Resident Address** 405, 16/B, Shivsagar, New Mhada Colony, Andheri East. Mumbai 400093.

**Contact No**: **9833229103/9326859340**

**E-mail:** **suvarna.rahate@gmail.com,** **suvarnarahate7@gmail.com**

**1. Landmark (Policy boss) Insurance broking services private LTD. Ghatkopar West (27 May 2016 Till date)**

**Job Profile: Senior Executive (Dept.: - Product and operation)**

**Motor Product:**

* Working as a checker find out Different between Pay in and Payout.
* Ticket Resolve: Reviewed payout inquiries from agent and resolved issues using system checkpoint related to policies checked the following information Date,Vehicle Make Model ,RTO,Vehicle age, Tariff discount,CPA,NCB,CC. Ensured all cross-checks were completed accurately in the system.

**2. Turtlemint Insurance broking services private LTD. ANDHERI (23 May 2016 Up to 16 May 2024)**

**Job Profile: Tem Leader (Dept.: - Product and operation)**

**Motor Product:**

* Monthly (TWH, FWH, CV) Vehicles Mapping with All Insurers
* New RTO code Creation in Turtlemint portal and Monthly master Mapping with All Insurers
* Create New Vehicles in Turtlemint Portal.
* Effective Communicate with Mail operation and Insurer Team.
* Content Creation Project: Conduct thorough research Gather all the necessary updated information about TWH, FWH, and Health.This includes understanding the categories of insurance coverage, the insurance companies offering these services, and the unique selling points of each company. This will help provide value to customer and achieve content goals.
* Consumer website project: Product content page creation work contributed to creating content pages on new theme set up of consumer website Which is help Write detailed and engaging product descriptions that highlight key features and benefits

**Health and Life Product:**

* Health product brochures / UIN / Plan Name/Variant Description updated in excel after that Health Plans update in Insurer Hub Tool.
* All Health insurer Plans Add-on, Benefits, Rider, Option features updated on Turtlemint web site
* Life Plans data captured from IRDA Website and Update Product type, Plan, Variant, New UIN, TM ID in Integration platform (Turtlemint Portal)
* Health Renewal MIS
* Follow up pending review cases on zendesk and make sales pendency report.

**3. IndusInd Bank Ltd ANDHERI Chakala (16 Aug 2014 TO 22 Feb 2016)**

**Job Profile: - Back Office (Dept.: -General Banking Operation)**

* Scrutiny of Form 60/61
* CIB Data Clean up
* FTR AND FTNR MIS
* BMMC REPORT

**3. HDFC Standard Life Insurance Co. Ltd. (Lower Parel East) Previous**

**(From 1 Nov 2012 to Till 11 Aug 2014) Dept.: -Persistency Team**

**JOB PROFILE: - Back Office Assistance**

**Daily Basis: -**

* Scrutiny of Policy Document
* Adherence Report
* Save desk
* CI Data
* T Day Data
* Import the Dump from run the IMR on cognus software
* Updating customer’s details transaction in Excel, Life Asia Software

**Monthly Basic: -**

* Fortnightly Adherence MIS Data to be sent to branches.
* Designated vs. Non-Designated Branches vs. SCSB (Signal city Signal Branch)
* Surrender and aversions MIS.
* End to End Preparation of MIS.

**4. Reliance Energy Ltd ANDHERI MIDC (10 NOV 2011 TO 9 MAY 2012) Previous**

**Job Profile: - Customer Care Executive**

* Full fill the Customer Requirement handling queries, complaints, information and feedback for all consumer related activities.
* Change of Name Process on Electricity Bill in SAP Software

**EDUCATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Institute** | **Board / University** | **Year** | **% marks** |
| B.Com | Ismile Yusuf college | Mumbai University | 2009-10 | 64 |
| H. S. C. | Ismile Yusuf college | Mumbai University | 2006-07 | 57 |
| S. S.C. | Shramik Vidyalaya | Mumbai | 2004-05 | 64 |

**ADDITIONAL QUALIFICATION:**

* MS – CIT
* Tally ERP 9.0
* Diploma in Finance and Accounting from NIIT (2010-2011)

**Technical Skills:**

* MS-Word
* MS-Excel (Knowledge in Excel MS Excel shortcuts keys, basic features and formulas such as Vlookup, Hlookup, Sumif, Countif, Sum, Count, Sort, Filter, Formatting, Pivot.

**PERSONAL INFORMATION:**

* Date of Birth : 22nd July 1989
* Gender : Female
* Mother tongue : Marathi
* Nationality : Indian
* Marital Status : Married
* Languages : Marathi, Hindi, English
* Current Location : Andheri (East)

**PLACE: Mumbai**

**DATE:**  **{SUVARNA SUBHASH RAHATE }**