



# Ankitha Shetty

A highly qualified professional, armed with a MBA in Human Resources with over 5 years of experience in multiple roles in Insurance, Administration and Human Resources. A result oriented professional with strong interpersonal and communication skills. A team player and a go-getter with a strong ability to deliver results in a competitive environment and across different geographies

## Skills

MS Office: ██████████  
MS Excel: ██████████  
MS Word: ██████████  
SAP ██████████

## Academics

- MBA (HR) in 2015 from Sahyadri College of Engineering & Management.
- B.E (IS) in 2011 Visveshwaraiah Technological University (70%) 6.16(CGPA).
- Personal Assistant Course - Nadia Institute.
- MOS Certification

## Personal Details:

055-1977873  
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Al Nahda Sharjah

## Experience

**INSURANCE ADMINISTRATOR (May 2019 till date)**

***Emirates Global Aluminium (EGA) / Jebel Ali, Dubai***

Provide administrative and secretarial service and support to the EGA group insurance department to ensure departmental objectives, KPI's and daily deliverables are effectively prepared and met and all relevant insurance, risk and legal documentation is maintained according to appropriate legislation, internal guidelines and general practice.

### RESPONSIBILITIES:

1. Developing and maintaining standard operating procedures for all the company's insurance policies
2. Arranging access for underwriters/brokers for regular risk reviews
3. Managing insurance claims
4. Ensuring that all claims notifications are sent to the appropriate parties within the allowed timeframe
5. Paper/electronic filing of insurance Policy documentation, claim files, survey reports and departmental correspondences.
6. Maintenance of policies/claims/risk recommendations records in SAP

**ADMINISTRATIVE ASSISTANT May 2017 - Dec 2018**

***PWS Gulf Insurance Brokerage / Dubai***

- Process and review insurance documentation and ensure all documents are complete
- Handling administrative responsibilities including drafting correspondence, yielding customer inquiries, developing spreadsheets, and preparing various reports.
- Skilled in working with highly confidential information.
- Generating Marine, Motor, Travel Policies for the clients.
- Handling Data Entry Tasks.
- Organize and maintain personal records.
- Update internal database.
- Schedule meetings and answer calls.
- Maintaining company policy files.
- Managed all facets of customer service
- Performed follow up process as needed by matching issuance output to files and verifying correspondence

**HR Executive Aug 2015 - May 2016**

***AJ Hospital and Research Centre Mangalore India***

**Project Pool Representative June 2011 - Aug 2013 -**

***IBM India Bangalore India***