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DUBAI - UAE

EDUCATION

- ▶ Bachelor of Business Administration:
- ▶ Business Management
- ▶ **Milagres Degree College,** Mangalore, June 2015

RAKSHITA CHANDRAKANT SHETTY

PROFESSIONAL SUMMARY

APPLYING FOR THE POST ADMINISTRATIVE OFFICER & HR ASISTANCE

About myself: I have total 5yr Experience in insurance

Administrative(Back office) field Establishing programs designed to retain existing member clients, trigger advance follow-up periods and regaining business that has lapsed Contribute thoughts for improving the sales and marketing efforts of this rapidly growing business Assisting clients in processing claims Quoting and preparing life insurance policies Preparing changes to life insurance policies including; change of beneficiary, change of ownership and upgrade in amount or type of policy Handling inbound/outbound calls and answering questions from members interested in life insurance and financial products Calculating and quoting premium rates for specific policies CAREER OBJECTIVE Highly motivated individual seeking a professional ADMIN position in a fast paced organization where excellent client-focused and management skills will be fully utilized.

SKILLS

- Advisory
- Reporting skills
- Maintaining employee files
- Dependability
- Organization
- Scheduling
- Confidentiality
- Utility work
- Orienting employees
- Verbal communication
- Microsoft excel,word.

WORK HISTORY

November 2018 - November 2019

Bajaj Allianz life insurance company limited - Relationship Manager, Mangalore, India

- Assists with the evaluation of modeling and projection results for all reporting bases.
- Provides analytical support by evaluating and developing experience assumptions for use in projections including mortality, lapse, premium persistency and policyholder behavior.



Assists in the development of models for reinsurance ceded.

- Develops, maintains and monitors dynamic validations of actual vs.
- Projected results.
- Supports appointed actuary activities related to L&P's captive insurers.
- Develops/reviews in-force and new business projections for Budget/Medium Term Plan/Capital Planning.
- Supervise a Large team of employees.
- Extensive knowledge of life insurance products.
- Ability to contribute effectively within large project teams.
- Ability to work on multiple concurrent projects with a high level of focus and organization.
- Finds creative solutions to standardize and automate processes.
- Effectively deals with change.
- Skilled at quickly developing unique solutions to complex developing issues.
- Experience in operating and updating report in specific portal of organization.
- Managing a team of 10 Sales leaders, Relationship Manager & 259 Insurance Consultant Coordinating with hub branch operations for processing and reconciling of proposals, recruitment / agency applications, licensing of IC's.
- Arranging all activities for the sales support and monitor them.
- To manage the entire collection of new insurance proposals and renewal premium for Branch Maintaining branch expense ratio.
- Qualification: Computer Proficiency:
Have knowledge, MS office Excel, MS office word.

March 2017 - October 2018

Kotak Mahindra Ltd - Recruiting Coordinator, Mangalore, India

- Filling positions within an organization.
- Designing and implementing recruiting systems for the organization.
- Developing own network of suitable candidates.
- Handling of administration and record-keeping.
- Working with organizations to develop a recruitment plan.
- Executing recruitment plans efficiently.
- Drafting and posting job descriptions.
- Interviewing candidates.
- Preparing job offers.
- Networking with various institutions and social media.

IDBI bank - Advisor & Hr. Assistance, Mangalore, India

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.

