

HIMANSHU JAIN

PLOT NO-218C, MIANWALI COLONY
GURGAON, HARYANA-122001

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CAREER OBJECTIVE:

Seeking a position to utilize my skills and abilities in the Professional Organization that offers professional growth while being resourceful, innovative and flexible.

EDUCATIONAL QUALIFICATION:

Passed **10th** From C.B.S.E, Panchkula, Haryana

Passed **12th** From C.B.S.E, Panchkula, Haryana

Passed **B.B.A** From Maharishi Dayanand University, Rohtak, Haryana.

WORK EXPERIENCE:

Presently Working from Jun2020 with Ideal Insurance Brokers Pvt Ltd in Claims Department.

- Settlement Of Claims of Clients
- Follow Up for pending claim payments of Different Clients.
- Manage Consolidated Data For Claims.
- Follow Up of Query From TPA & Insurance Company.
- Visiting Insurance Companies & Clients For Building Relationships.

Worked As Business Development Executive in Centre for Sight Pvt. Ltd from Aug 2019 to Jun2020.

- Reconciliation of Outstanding payment.
- Manage Deductions done by TPA or Insurance Company.
- Manage Consolidate Data of Insurance Or TPA empanelled
- Follow up for pending payments & cases closed by insurance company or TPA.
- Follow up of Query from TPA.

Worked as claim Executive (Cashless in claim live) in Religare From May 2017 to August 2019.

Job Responsibilities:-

- Check Individual & Group policies Terms & Conditions Deduction done by Doctor.
- Manage the Consolidated Data of Every corporate
- Settlement of the claims as per policy terms and conditions
- Handling client queries belonging to various corporate
- Telephonic Conversations with the client for solving their Queries.

FHPL (Family Health TPA Ltd.)April 2016 To May 2017

Designation-Executive, Audit

Responsibilities

- Processing of claims & Check Individual & Group policies Terms & Conditions Deduction done by Doctor.
- Checking & reprocessing wrong deduction of claim.
- Handling Provider Queries regarding claim settlement.
- Settlement of claims as per policy terms & conditions.

SOFTWARE PROFICIENCY:

Operating Systems : Windows 7, Windows 8

Basics : MS Office (MS word, MS power point and MS Excel)

PERSONAL SKILLS:

Comprehensive problem solving abilities, good verbal and written communication skills, ability to deal with people diplomatically, willingness to learn, team facilitator, hard worker & have a passion to work and excel in a dynamic environment, dedicate to continuous improvement.

PERSONAL PROFILE:

Father's Name : Mr.Harkesh Jain
Date of Birth : 14-09-1993
Gender : Male
Marital Status : Unmarried
Language Known : English, Hindi

I, hereby declare that the details which I have furnished above are true to the best of my knowledge.

Place: Delhi

(HIMANSHU JAIN)