

Meethali Parekar.

Email ID: meetaliparekar@gmail.com

Phone: 7083888754.

CAREER OVERVIEW

A determined and diligent professional with strong administration, management and maintenance skills is looking forward to excel in a reputed organization and challenging obligation to efficiently deliver the competencies for the continued growth and viability of the organization and thereby building own professional career.

Work Experience

- Company Name:** Principal Global Services Pvt Ltd, Pune.
- Duration:** From 26th June, 2017 To Present.
- Job Profile:** Data Analyst.

- Company Name:** RB Computers, Nagpur.
- Duration:** From 15th Sept, 2014 to 31st May, 2017.
- Job Profile:** Office Assistant cum telecaller.

- Company Name:** Caliber Point Business Solutions (Hexaware Technologies), Nagpur.
- Duration:** From 12th Feb, 2014 to 27th August, 2014.
- Job Profile:** Business Associate.

Roles & Responsibilities**Principal Gobal Services:-****Process 1 :-**

- Working on Insurance Process to provide coverages of (Life and Non Medical to Employees,US Process).
- Processing files and handling different queues like; Account Structure, specification, Admin part etc.at given timeframe.
- Identifying errors and updating the report using the Compass application knowing Member and Depedants Status.
- As per employer , we provides coverages to employees. (Like Basic Life, Voluntary term Life, STD- Short Term Disability, LTD- Long Term Disability, Dental, Vision, etc.
- Enrolls new member in Policy, Change Demographic details, Increase or Decrease limits elected and approved, Terminates, Reinstates members and Sends the discrepancy report to Vendors for any clarification. Make changes as per the Vendors Response.
- Understanding the concepts regarding the plans and taking appropriate decisions with the help of onshore team.
- Completes the request in given TAT and ensures the 100% quality.
- Daily task assignment and mentoring teammates in absence of SME. Directly sends mail to the Vendors.

Process 2 :-

- Decision making plans and rectifying errors in the Customer's Data.
- With the help of Onshore team, mails are then send to the Vendors to correct the data.
- Collecting all the data related to the customer (provided by Vendor) and providing correct data related to the plan.

- To create Account Structure for companies and send the report to US team.

RB Computers :- (Institute which provide Computer's Basic training)

- Making Accounts using Excel regarding the candidate's data.
- Attending the call of customers and providing necessary information related to the Institute.
- Provides Basic Coaching to those candidates who are eligible in appearing in the final's exam.

Caliber Point Business Solutions:-

- Copying the data provided by the Institution and maintaining it in a proper sequence.
- Identifying errors of data given by DEO team.
- Updating the data according to the Vendor's requirement.
- Files are then send to the next level team.

ACADEMIC CREDENTIALS

Master of Science:- (Statistics)

Institute of Science College,(63% aggregate marks)
University of Nagpur, 2012.

B.Sc (Computer Science, Physics, Statistics)

Dr.Ambedkar College, (57.33% aggregate marks)
University of Nagpur, 2010.**Higher Secondary Education:-**
Sindhu Mahavidyalaya, (55.33% aggregate marks)
Maharashtra State Board, Nagpur, 2007.

Secondary School Certification:-

KTR High School, (66% aggregate marks)
Maharashtra State Board,Nagpur, 2005.

TECHNICAL PROFICIENCY

MS Office (Word, Power Point, Excel),
SAS, DIT.

ACHIEVEMENTS

Got Award for Quarterly R&R(Rewards and Recognition) on 04-10-2018 for Overall Performance in Team.
Got Award for Improving Quality and Highest Productivity in team for third quarter, Dec 2019.

PERSONAL POTENTIAL

- Excellent organization and prioritization skills.
- Self motivated, focused and dedicated professional.
- Proficiency at grasping new technical concepts quickly & utilizing it in a productive manner.
- Good Managerial and interpersonal skills.
- Accuracy and Attention to details and capability to make sound decisions.
- Cohesive team player, having strong analytical, problem solving and interpersonal skills.

PERSONAL DOSSIER

Date of Birth	12 th April, 1990.
Linguistic skills	Marathi, Hindi and English.
Nationality	Indian. .
Father Name	Naresh Ganpatrao Parekar.
Mother's Name	Sangeeta Naresh Parekar
Marital status:	Married.
Contact Number	7083888754.
Permanent Address	Near Chandramani Buddha Pali Vihar , Buddha Nagar, Unit 1 Nagpur-440017.
Current Address	GAT no. 1359, Plot no 7, Kolte Park society, Kawade Vasti, Khandve Nagar, Wagholi Pune-412207.

I do hereby declare that the details provided by me in this resume are correct and I have knowingly not omitted/ misrepresented any information. I am aware that the company can use this data for verification purposes and any material inconsistency identified between the details shared above versus actual information would have a bearing on my employment, based upon company policies.

Thanking You,

Date:

Yours Faithfully,

Place: Pune

Meethali Parekar

