

**PRASANTH N**  
**Operations, Accounts, HR & Administration Professional.**

**Mobile: +97334524615**  
**E-mail: mailtoprasanth111@yahoo.com**



**PROFILE SUMMARY**

11 years of Exclusive Insurance and accounts experience with underwriting knowledge and audit background. Known for managing entire branch operational and accounts activities. Also has been a resourceful and consistent performer with career aspirations to become on Regional operational on excellence through capitalizing quality management. Proficient in Compliance management and Statutory updates.

**STRENGTHS**

- Qualified in Finance and Accounts Operations
- More than 11 years of Insurance industry and Finance Operations experience
- Underwriting Knowledge.
- Client relationship mgmt. skills
- Staff supervision & training
- Strong management potential

**EDUCATIONAL QUALIFICATIONS**

- Graduate In Commerce ( M G University 2002-2005 )
- Diploma In computer application

**CAREER SNAPSHOT**

**HR Assistant & Administrator**

**A.Ali Essa AldaaysiCo.W.L.L** **2018-Present**

**Bahrain**

**Business Development Manager**

**State Bank Of India Life Insurance Company Ltd.** **2016-2018**

**Senior Executive- Operations and Service Kottayam Branch** **2008 - 2016**

**PNB Metlife India Insurance Co. Ltd (www.pnbmetlife.co.in)**  
**PNB Metlife India Insurance Co. LTD operates in India since 2002 headquartered in Mumbai and Bangalore.**

**Executive –Operations** **2006 - 2008**

**ICICI Bank Two Wheeler Loans Kottayam**

**Assistant Accounts Manager** **2005 - 2006**

**Anugraha Enterprises ( Super Stockist of Nestle India PVT Ltd)**



## ACHIEVEMENTS

### **PNB MetLife India Insurance Co LTD.**

- Coordinator of a PAN India Project for resolving the issues of Branch & Financial Advisors through various presentations
- Exclusively managed all Kerala Policy document dispatch in 2009
- Successfully contributed towards to the Regional Finance Accounts (2008-2012)
- Gained comprehensive understanding of the Kerala Legal Ombudsman cases and arrest the loop wholes of the service sector and sales sector with excellent compliance adherence of process.
- Consistently attended trainings on Compliance and new products and management skills.



## AREAS OF EXPERTISE

### **A.Ali Essa Aldaaysi Co.W.L.L**

- Preparing and issuing employment contracts to new employees.
- Making sure that all employee records are accurate and well maintained.
- Setting up and maintaining a employee's personnel files.
- Finalizing paperwork for when a member of staff leaves employment.
- Assisting with the recruitment and selection process.
- Paying and Maintaining All Utility Bills.
- Motor Insurance Renewal Process.
- Employee salary, settlement and leave salary processing.

### **PNB Metlife India Insurance Co. Ltd**

- Life insurance applications form processing and its cash accounting at Branch level
- Policy servicing and all financial transaction as decentralized process
- Primary touch point for the queries and problems of the bank customers into the branch.
- Accounts management of the whole branch

### **ICICI Bank Two Wheeler Loans**

Accounts Management of the Whole branch  
Underwriting of Loan Applications  
CAM Preparation  
Post Disbursement Document collection and their Updation  
Customer Service and Complaints Management

### **Anugraha Enterprises**

Book keeping and Accounts Management  
Reconciling the Brach Stocks  
Cash Management  
Clients Accounts Management  
Branch Administration



## **PERSONAL DETAILS -**

Date of Birth : 09.01.1984  
Nationality : Resident Indian  
Address : Venkittasseril House, Thrickodithanam P O, Changancherry, Kottayam, PIN-686105  
Languages : Malayalam, English, Hindi  
Marital Status : Married

**PASSPORT NO** : **R0535474**

**WORK VISA NO** : **4428241**

**DATE OF ISSUE** : **18-05-2018**

**DATE OF EXPAIRY** : **18-05-2022**



## **IT SKILLS**

- Life Asia Version 5.8
- Finn one - (Retail Banking Software Developed By Nucleus)
- De -Dupe - (For preventing fraud)
- Swift (Report Base system Insurance)
- Esec (Insurance Renewals)
- Tally 6.5 Versa
- Microsoft Office XP

