

PRASANTH N
Operations, Accounts, HR & Administration Professional.

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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 Branch 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, Changanacherry, 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

