

UMAKANTA RAY

Residential & Permanent Address: Area-Rabindrapally,Beside Birbhum Indoor Stadium,
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Date of Birth: 09th November,1996

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Career Objective:

Highly productive of Banking Operation (JLG) domain with 2 years experience and Insurance Health Underwriter and operation manager with running job profile of delivering customer policies, exceptional communication and interpersonal skills seeking for long term position for my career and I'm also ready for relocate from my area.

Working Experience:

STAR HEALTH AND ALLIED INSURANCE CO. LTD.

Designation: Underwriting Officer & Operation Manager

Duration: 08.02.2021 to Till Now

Job Role & Responsibility:

- Handling Branch all over operational,accounts and admin related activities
- Relevant Experience in Policy Admin/ Claims back end operations for Health Insurance, Annuities or Long-Term
- Provide excellent customer service according to customer needs
- Conduct data entry and re-work analyses and identifies trends and provides reports as necessary
- Consistently meet cycle time/productivity goals that are aligned with corporate objectives
- Examine documents for completeness
- Followed Up with Marketing Dept for any query.
- Monitor marketing team members and able to provide guidance whenever needed and manage the flow of day-to-day operations
- Proposal forms underwriting from branch approval
- Understanding the insurance (policy issuance, claims, etc.) and re-insurance processes for specialty lines of business / Banking or Capital markets
- Understanding F&A Functions i.e. Record to Report, Order to Cash, Source to procure,Customer Cheque etc and deposit it in daily basis.
- Build reports to update the company on the team's progress and rapport building with the internal audit.

RBL FINSERVE LTD. (100% Subsidiary of RBL Bank)

Designation: Branch Operation Executive (On-Roll)-Full Time

Duration: 13.03.2019 to 07.02.2021

Job Role & Responsibility:

- Handling Branch allover activities.
- Analyze applicant's financial status and credit to determine feasibility of granting loans.
- Responsible for assign work and complete with in given time (as per company TAT)
- Maintain Branch Record and cashbook ledger voucher software day to day and daily & monthly report
- File Disbursement for JLG vertical, data entry,excel sheet database.
- Branch customer follow up and also marketing loan staff.
- Cash Maintaining and deposit the same in daily basis.

RAJPUT AQUA INDUSTRIES- RAI NEER (PACKAGE DRINKING WATER MANUFACTURING INDUSTRY)

Designation: Accountant Cum Cashier (Off Roll)-Full Time

Duration: 22.01.2018 to 28.02.2019

Job Role & Responsibility:

- Maintain factory balance sheet.
- Record daily basis Raw material purchase and packed water bottle supply details.
- Maintain cash memo for selling items.
- Record payment of factory labours.
- Maintain registers daily basis and also maintain factory stocks in daily basis.

Academic Qualification:

Exam Passed	Board/University	Subject	% of Marks Obtain	Year of Passing
Madhyamik	WBBSE	All Subject	52.28%	2012
Higher Secondary	WBCHSE	Commerce	62%	2014
Graduate	The University of Burdwan	BBA (H) Accounting & Finance	60%	2017

Computer Courses:

One Year course of Diploma IN Computer Application & Tally ERP9

Working Skill:

MS.Excel (Data validation,Vlookup,Pivot Table etc.), MS. Word, MS. Office, Oracle, TCS Portal.

Language Known:

Bengali	Read	Write	Speak
Hindi	Read	Write	Speak
English	Read	Write	Moderate Speak

Personal Information:

Mother Name: Atashi Ray
Father Name: Late SaradaKanta Ray
Nationality: Indian
Religion: Hindu
Caste: General
Gender: Male
Marital Status: Unmarried

Umakanta Ray

Signature

Place: Suri,Birbhum