

PRIYA POOJARI

International Travel Coordinator/Insurance Specialist

INFO



Name

Priya Poojari



Mobile

+971 527232131



Address

Dubai, UAE



Email

priyapoojari43@gmail.com

SOCIAL



Facebook

facebook.com/priya.poojari



Skype

<https://join.skype.com/invite/kEp9NhxYdmil>



COVER LETTER

Dear Hiring Manager,

I have increased size and sales levels of my client base in every position I have held, which in turn has increased the revenues and profits of my employers. I want to bring this same success to the position I work in for your Organization.

I have a formal training in Commerce with a keen interest in the area of Administration. With exposure to interacting with corporate clients, I can prospect new business opportunities, successfully coordinate, supervise and much more.

As you can see I have had extensive vacation work experience in office environments, the service industries and different sectors, giving me varied skills and the ability to work with many different types of people.

I look forward to being interviewed at your earliest convenience. Thank you for your generous consideration as I am sure that my working skills and energy will be an asset to the Organization. If you require any additional information, I can be contacted at the phone number listed above.

Sincerely,

Priya Poojari



PRIYA POOJARI

International Travel Coordinator/Insurance Specialist

PROFILE

Overall 6 years of experience in Customer Service, Coordination, Sales and Administration.

Good Communication, Collaboration, Adaptability, and Team building skills with proficiency of grasping new concepts quickly to develop acumen and workmanship.

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Email

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Passport No

L9603545



WORK EXPERIENCE



2016 - 2018 Europ Assistance Indian Private Limited

International Travel Coordinator

- Training new candidates on policies and insurance procedures.
- Up selling Insurance policies- Travel, medical health policies for different countries based on customers requirements.
- Handle claim Intimation, registration, submission, independently.
- Co-ordination between Hospitals and Insured's for Cashless treatment.
- Assisting insurances of Corporate, Individuals, Family and senior citizens.
- Handle reimbursement of different insurance clients.
- Handle insurance documents work within International Hospitals and Policy holders.
- Follow up with policy holders for claims submitted and completion.
- Following up with doctors/ hospitals in order to get the past medical history of respective policies.
- Update policy holders on claims approval and denials through phone calls, letters and emails.
- handling the overseas members and assisting them with their medical appointments/arrangements with travel within India and back to their home country.
- Handling calls and emails from premium bank customers for concierge services.
- Assists the card members with requests like hotel attractions, facilities, services, or activities.
- Develops a strong knowledge of the city's and surrounding community.
- Provides card members with information about attractions, facilities, services, and activities in or outside the country. Obtains necessary itinerary tickets.
- Answer incoming phone calls from various clientele.
- Provide services including identity theft, concierge, worldwide assistance and emergency travel assistance.
- Case documentation, research and follow up
- Handle claim Intimation, registration, submission, independently.
- Assisting insurances of Corporate, Individuals, Family and senior citizens.

TECHNICAL SKILLS


MS OFFICE
WORDPRESS
WINDOWS/MAC


SOCIAL

f Facebook
facebook.com/priya.poojari

S Skype
https://join.skype.com/
invite/kEp9NhxDmil

AWARDS

 **Rising Star**
Europ Assistance India
Private Limited

 **Top Performer**
Stream Global Service

INTERESTS

 
Reading Travelling

 
Cooking Music



WORK EXPERIENCE / CONTINUED

2012 - 2015 Stream Global Servicing
HP Technician/Sales

- Leading, mentoring & monitoring the performance of team members to ensure efficiency in process operations and meeting of individual & group targets.
- Creating and sustaining a dynamic environment that fosters development opportunities and Zmotivates high performance amongst Team members.
- Troubleshooting on calls for various problems related to the Software and Hardware issues.
- Analysing Csat & Dsat file and forward the data to the management.



EDUCATION

2014 - T.Y. B. Com
University Sikkim

2011 - H.S.C
Mumbai University

2009 - S.S.C
Maharashtra Board



LANGUAGE

English	★★★★★
Tulu	★★★★★
Kannada	★★★★★
Hindi	★★★★★
Marathi	★★★★☆



SKILLS AND EXPERTIZE

Excellent Communication	<div><div></div></div>
Multitasking	<div><div></div></div>
Team Handling	<div><div></div></div>