



## PERSONAL DETAILS

Name Vanitha Hoskote  
Date of Birth 24/05/1975  
Nationality Indian  
Mobile no. +971558212543  
Qualification Bachelor of Commerce  
Master of Commerce (ICWAI)  
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## ABOUT ME

- A seasoned professional with experience in Insurance, premium computation/analysis, table of comparison, binding cover, claims submission and computation, enrolments.
- Invoicing, payment follow-up & payment allocation, reconciliation of bank accounts and customer accounts.
- Strong analytical & organizational abilities with deftness in formulating MIS & other related reports
- Possess good analytical skills, people management and motivational abilities

## PASSPORT

PASSPORT NO. M 4604168  
VALID THROUGH 27/12/2024

## VISA

VALID THROUGH 16/05/2020

## CAREER OBJECTIVE

Looking for an opportunity in an organization where I can apply my knowledge and skills towards the profitable growth of the organization and enrich myself with qualitative experience

## WORK EXPERIENCE

**Wehbe Insurance Services LLC**  
**Senior Administration Officer - Employee Benefits**

**May '2018 to till date**

- Quotations :
- New Business :
  - Co-ordinating with the client for mandatory documents and details for proposal
  - Analysing if the client is genuine
  - RFP to UW
  - Sharing comparison of quotes with existing cover along with necessary documents such as Quotes, TOB, Network, etc.
  - Handling client's queries on the terms
  - Placement of risk with the Insurer on insured's confirmation
- Renewal Business :
  - Sharing renewal terms with the client along with requirements of UW
  - Providing alternate options as the case may be
  - Arranging requirements from client's end
  - Co-ordinating with UW for cover confirmation
  - Notifying the client on cover confirmation
- Post placement
  - Follow up with the Insurer for Contract and Invoice
  - Checking accuracy of invoice - if issued as per the agreed terms, benefits, rates, frequency, currency and sharing with the client
  - Checking the invoice if capturing TRN numbers of mutual parties
  - Follow up with the team internally for dispatch/pick up of the cheque, contract and medical cards
  - Sharing SOA and payment chaser as per the due date
  - Initial cards to be released on Payment or at least Guarantee of payment from Producer with Finance sign off
- Invoicing :
  - Ensure booking of all New and Renewal Business before month end process
  - EOY and SOA to be obtained for renewed and closed groups to clear the balances as of renewal date
  - Handling client's query on invoices

## IT SKILLS

- MS Office
- AS400
- Citrix
- Sigorta
- E-Global

## LANGUAGES

English, Tamil, Marati & Hindi

- Payment:
- Payment notification to insurer along with allocation
- Policy suspension due to pending payments to be notified to Client, Producer and WIS Admin and Claims team

### **Aon Middle East LLC (International Insurance Broker) Admin Officer, Medical & Group Life, Employee Benefits**

*Oct'2012 to April 2018*

- Responsible for providing our customers with a peerless service through timely and accurate processing of new business, renewals and mid-term adjustments
- Maintaining records of policy holders with respective due dates for renewal or cancellation
- Ensure financial information is processed in accordance with company's procedures
- Reconciliation of outstanding accounts on regular schedule
- Premium computation
- Invoicing under various currencies, various income classes, various department codes and re-solving related queries
- Verification and booking of inter branch/Sub Agent revenue share as per agreed terms
- Review and timely submission of invoice to client
- Reconciliation of Statement of Account, MIS Reports, updating payments along with allocation details
- Follow-up with insurer for invoices on respective due dates, as per the billing cycle agreed during policy set up
- Follow-up with underwriters for premium and endorsement related queries
- Updating and maintaining accounting spread sheets used in financial activities e.g. collate and record payment receipt and outstanding.
- Co-ordination with our Finance Team, clients and underwriters
- Periodical MIS reports & Other financial tasks

### **Pinnacle Insurance Brokers LLC Client Service Executive, Medical & Group Life Department**

*Mar'2011 to Sep'2012*

- Possess a fair knowledge of the operational lifecycle from pre-sales to policy inception
- Providing the best customer service through high-quality correspondence and fulfilment of SLA
- RFQ, Price Negotiation, TOB, Comparison of Benefits, Claim Ratio, Binding Cover, Placement of risk, Ensuring Policy issuance as per agreed terms
- Ensuring timely and accurate processing of Individual and Corporate applications, renewals and mid-term policy adjustments (MTAs)
- Maintaining cordial working relationships with Business Development team
- Claims Analysis
- Billing & Reconciliation
- Payment follow-up & allocation
- MIS reports

### **NGI - AVIVA (International Insurance Company) Operations Executive**

*Mar'09 to May'10*

- Effective and timely processing of Individual and Corporate new business applications, renewals
- Scrutiny of applications, modification & update existing policies to reflect any change in beneficiary, amount of coverage and change in coverage
- Ensuring accuracy while processing data and policy issuance
- Receivables and Payables Management
- Approving timely payment for various vendors
- Analyse basic financial information e.g. expenses and revenue related financial queries
- Premium computation
- Claim calculation and settlement as per agreed TAT
- Operations Support
- Broker Relationship Management
- MIS reports

**Dynatrade (Automobile Spare Parts)  
Exports Division Executive**

*Jan'07 to Feb'09*

- Sales Support
- Client Service
- Preparation of various MIS reports
- Payment Reconciliation
- Other Administrative tasks

**VFC Ltd, India (Printing & Packaging Industry)  
Customer Support cum Admin Executive**

*May 2000 to September'06*

- Sales Support
- Client Service
- Entire Financial Operations
- Other Administrative tasks

**DBS Corporate Services, India  
Business Centre- Member Service Executive**

*June'95 to Oct'99*

- Sales Support
- Member Service
- Payment & Accounts reconciliation
- Periodical MIS Reports
- Other operational tasks