



Changayil Kizhakkathill
Evoor PO, Cheppad
Alleppey – 690 507
Mob: +91 9496466553

AJITHKUMAR V

ajjivoor@gmail.com

CAREER OBJECTIVE

Intend to build a career with committed and dedicated people who will help me to explore myself fully and realize my potential.

PROFESSIONAL EXPERIENCE

Ten years of experience in the field of TPA Insurance.

SUMMARY OF SKILLS

- Ten Years Work Experience
- University Post Graduation in Commerce
- Proficient in Accounting Software: Tally
- Proficient in Business Correspondence and Computer Applications.
- A team player who can interact well with colleagues and co-workers.
- Patient, mature, flexible, neat and presentable.
- Negotiation and Interpersonal Skill.
- Valid Indian Driving License.

STRENGTHS

- Having excellent ability to grasp things faster and strong passion to work with administration environment.
- Committed to the work and very adaptive to the working atmosphere.
- Comprehensive problem solving abilities.

Work Experience

- **Working as an Senior Executive in a reputed insurance Company VIPUL MED CORP INSURNACE TPA PVT. LTD (From 2008 To 2019)**

Duties &Responsibilities

- Claim settlement & cashless processing.
- Co-ordination with hospitals & Follow up of claims & Cashless
- Interaction with Member/Insured and Insurance Companies regarding their queries or grievances and provides solution to them.
- Check and Update Bank Accounts through Online Banking
- Maintaining Cash Book, Bank Book, General Ledger, Personnel Ledger, Journal Vouchers
- Appearing Hearing related to PF, ESI etc.
- Preparing Ageing of Receivable & Payables.
- Preparing Import Bills with relevant files and Purchase Bills
- Payment of All utility Bills on time.

EDUCATIONAL PROFILE

Academic

- Master of Business Administration(MBA)
- Bachelor of Commerce (B.Com)

Technical

- MS Office (word, Excel, Power point, Outlook)
- Accounting Package (Tally)
- Typewriting & Computer Word Processing. (Higher)

PERSONAL INFORMATION

Date of Birth	:	15 -05- 1986
Sex	:	Male
Nationality	:	Indian
Languages known	:	English, Malayalam
Marital Status	:	Unmarried
Email Address	:	ajjivoor@gmail.com
Mobile Number	:	+91 9496466553
Passport No	:	R 1471017

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Yours sincerely,

Date:

Ajithkumar V