

ANU ANTONY

Current Location: INDIA
No. of Experience: 4 +Years
Nationality: INDIAN
Availability: Immediate

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Looking for Opportunities in the field of Customer service, Operations, Renewal's Co-ordination in Insurance Industry .Hands on Experience in Medical Insurance Claims processing, Enrollment Updating, RFQ generation & Cross selling to Existing clients.

WORK EXPERIENCE

Company Name: Medi Assist TPA India

Designation: Accounts Management Executive -TCS

Tenure: June 2023 to till date

Location: TCS Inforpark, Cochin

Company Name: First Policy Insurance Broking Limited

Tenure: July 2021 to Feb 2022

Location: Cochin

Designation: Operations Executive

Job Profile:

- ❑ Responsible for managing the entire operations and service delivery of the concerned office
- ❑ Responsible for customer service and administration with achieving overall service and quality objectives including customer satisfaction scores.
- ❑ Liaises and coordinates with insurance companies for servicing related activities
- ❑ Co-coordinating with Insurance partners on timely generation of Quotes
- ❑ Coordinating with Insurance partners & TPA's on Claims
- ❑ Enrollment Update on GMC, GPA etc
- ❑ Co-ordination with Insurance Partner's on Health Retail Renewal's
- ❑ Taking up initiatives to improve processes with respect to TATs, quality and cost.

Company Name: Medi Assist TPA India Limited Tenure: Feb 2018 to

July 2021 (3Years & 5 Months) Location: Cochin

Designation: Customer Service Executive (Claims)

Job Profile:

- ❑ Registration of Claims ,Post verifying policy and insured details
- ❑ To Adjudicate Claims & code them as per internal guidelines.
- ❑ Error Free Claim Adjudication/processing as per process norms
- ❑ Co-coordinating claims with Various Insurance Companies & other stake holders
- ❑ Assessing & Billing the claim on the basis of policy terms & conditions and enter relevant claims data in the system.
- ❑ Providing regular inputs to Key Accounts handled by me to enhance service Quality.

EDUCATION

COURSE	BOARD/UNIVERSITY	YEAR OF PASSING	AGGREGATE
MCA	M.G UNIVERSITY	2016	60%
BSC Computer Application	M.G UNIVERSITY	2013	72%
Pus 2	STATE BOAR	2008	75%
10th	BOARD OF PUBLIC EXAMINATION	2006	75%

PERSONAL DETAILS

Language Known : English, Hindi, Malayalam
Date of Birth : 03/8/1990
Marital Status : Married
Husband's Name : Rex Sirus
Contact Address: Kalloor House, Vazhikulangara N. Paravur

DECLARATION

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

ANU ANTONY

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