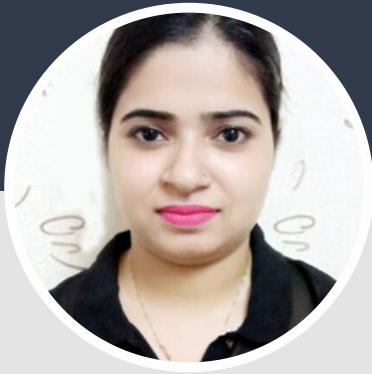


# SIMRAN KAUR

SR. EXECUTIVE - CLAIMS & SERVICING



## CONTACT

📞 91 9818912661

✉ simranmalhotra1109@gmail.com

📍 45/6-7 Ashok Nagar New  
Delhi - 110018

## SKILLS

- Claims Management
- Client Relationship
- Hard Working
- Problem Solving
- Data Analysis
- Teamwork Skills
- Motivated

## LANGUAGES

- English
- Hindi
- Punjabi

## EDUCATION

Bachelor Of Commerce

Delhi University 2010

10+2 2006

New Delhi Public School



## PROFILE

Experienced insurance claims specialist with 10+ years of experience managing corporate and individual clients in employee benefit. Skilled in efficient claims processing, regulatory compliance, and building strong client relationships. Proven track record of enhancing claims processes and delivering exceptional service.



## WORK EXPERIENCE

**M/S Riskbirbal Insurance Brokers Pvt Ltd**  
**Sr.Executive Claims & Servicing**

Oct 2023-Present

- Process employee benefit claims and endorsements for additions/deletions in client portfolios, ensuring timely resolutions.
- Serve as the main contact for client inquiries, providing guidance and collaborating with teams to resolve issues.
- Analyze claims data for trends and efficiency; ensure regulatory compliance while negotiating favorable settlements.
- Maintaining All Database In CRM and Wellconnect Software and Preparing Policy PPT.

**M/s The Group Three**  
**Customer Service & Content Writing**

Jan -July 2023

- Query Resolving and Responding to Customer Inquires Related To IVF Treatments.
- Article and Blogs Writing For Company Website on IVF.

**M/s Jai Insurance Brokers Pvt Ltd**  
**Back Office and Claims Executive**

Aug 2017 - Jan 2019

- Claims Handling For Corporate and Individual Clients In EB & Non EB.
- Maintaining Database In Saiba Insurance Software.
- Commission Entries In Excel and Saiba Software.
- Maintaining Agents Accounts and Commission.
- Issuing Motor, Travel and Marine Policies.



**M/s Jai Insurance Brokers Pvt Ltd**  
**Back Office and Claims Executive**

Oct 2010- Jan 2015

- Claims Handling For Corporate and Individual Clients In EB & Non EB.
- Maintaining Database In Saiba Insurance Software.
- Commission Entries In Excel and Saiba Software.
- Maintaining Agents Accounts and Commission.

**M/s Spectrum Insurance Servicies**  
**Back Office Executive**

June 2006-Aug 2010

- Customer Support In Motor Insurance.
- Handling, Issuing Motor Policies and Maintaining Data in Excel MIS.