

Plot no. 69, C/O, Mahesh Naidu, Gayatri nagar, Zingabai Takli Nagpur-440030

WORK EXPERIENCE

- **MDINDIA HEALTH INSURANCE TPA,**
- Nagpur, Head Office at Pune,
- Designation: **Senior Executive/ Lodging**
- Duration: 8 years to till date

- **Shushrusha Sonography Clinic**
- Receptionist Dept
- Duration- 09/10/2012 to 30/04/2016
- Total Years of Experience: 15 years.

Roles

My works involves in processing medi claim of customers & after verification as per the company's norms, it is submitted to my branch head for settlement.

While processing the claims the special emphasis is focused on genuineness of medi claims from the healthcare units so that company does not incur any loss.

In addition to this work, I am looking after marketing of our product to Private Sector/Public Sector financial insurance companies. As and when required I am also involved in looking after the routine administration, billing section and personal department

Computer Proficiency:

- Having total proficiency in computer and all the work is done through computer.
- Proficiency in:-MS Excel, Powerpoint, English Typing 30, 40
- Computer basics, MS-CIT, Tally 9.0
- Well versed with MS OFFICE , .

OBJECTSSTIVE

To participate actively in the practical area of management, marketing and coordination with practical fundamentals governing the profession and contribute in the team as an eminent member focusing on the successful culmination of the responsibility given. Have good leadership qualities.

HIGHLIGHTS

- > Claim Processing
- > Customer Services
- > Inward and Lodging
- > Correspondence Management
- > Document Analysis
- > Interpersonal Management

Educational Qualification:

S.S.C. from Walmiki Nagar Hindi High School (State Board) at Nagpur with 50%

H.S.C. from G.S. College (State Board) at Nagpur with 50%

B.Com from (RTMNU) at Nagpur

HOBBIES

Listening Music,
Cooking
Travelling

PERSONAL PROFILE

Name : Mrs Ruchi Vinay Mandal

Husband – Vinay Mandal

Date of Birth : 29-Nov -1993

Sex : Female

Marital Status : Married

Children : Rudvik Mandal (Son) & Kavira Mandal (Daughter)

Language Known : Hindi, Marathi, English

Nationality : Indian

Declaration:

I solemnly confirm that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place: Nagpur

Mrs Ruchi Mandal