

RAJESHWARI SHETTY



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Bengaluru, India 560086



Bold Profile

EDUCATION

MBA, Human Resources Management
Moodlakatte Institute of Technology And Management, Kundapura
August 2018

Bachelor of Arts, Economics
Bhandarkars Arts And Science College Kundapura, Kundapura
June 2016

LANGUAGES

English

Upper intermediate (B2)

Kannada

Bilingual or Proficient (C2)

PROFESSIONAL SUMMARY

Detail-oriented professional with a strong background in risk management and insurance underwriting. Proven ability to analyze business requirements and deliver effective client solutions, ensuring timely processing and premium calculations.

The ability to implement challenges that may come my way and make independent decisions or judgments based on the situations involved.

SKILLS

- MS Excel
- Report preparation
- Risk management
- Insurance underwriting
- Application processing
- Organized and self-motivated
- Willingness to work in a team
- Time management
- Documentation and reporting
- Excel proficiency
- Premium calculation
- Document analysis
- Client relationship management
- Teamwork
- Business analysis

WORK HISTORY

May 2024 - Current

DXC Technology - Business Process Transactions Analyst, Bengaluru, India
Project - Lloyd's London Market (UK Process) (May 28th, 2024).

Work History Summary:

- Risk capture, document review, slip, IMR.
- Create endorsement • PBQA.
- Use of applications—SharePoint, LCC, Citrix, sanction checking, capturing the risk details, etc.

Responsibilities:

- Analyzed business requirements to identify solutions for client needs.
- Delivering with risk capture, initial premiums, endorsements, and renewals for all the insurance and reinsurance policies.
- Reading insurance and reinsurance slips (Market Reform contact), and setting up the risk.
- Reviewing the slips, such as UK property, international property, UK liability, international liability, energy, marine, and marine PBS, etc.
- Reviewing emails and ensuring that they are responded to on time.
- Computation of premium amounts, application of commission percentages, deductions for taxes from the premiums, and reconciliation/allocating the

cash received against the transactions using an application called Citrix.

- Responsible for the team's timely processing, and to ensure the accurate and timely delivery of all manually requested invoices.
- Conducting customer screening, databases, and third-party applications, like Bridger.

August 2022 - March 2023

Accenture Software Solutions Pvt LTD - Controller Ship Associate , Bengaluru, India

Project - AIG Insurance (U.S.) process)

(August 11, 2022, to March 31, 2023)

Responsibility:

- Processed policy applications and maintained client records efficiently.
- Collaborated with team members to streamline customer service processes.
- Established a positive and trusting relationship with clients, administered efficient customer services, and processed claims quickly.
- Followed up with customers on unresolved issues.
- Tracked the progress of all outstanding insurance.
- Coordinated with the contracting department to resolve issues.
- Answering internal and external questions and queries.
- Processed policies by phone or mail, and mailed documentation to clients.

January 2019 - June 2022

Exide Life Insurance Company - Underwriting Associate, Bengaluru, India

Work History Summary:

- Calculated premiums and established payment methods for sales on or before the effective date of coverage are established.
- Addresses customer inquiries and complaints.
- Handled calls, signed up new customers, retrieved customers' data, presented relevant product information, and canceled services.
- Increased customers' satisfaction and repeat business.

Responsibility:

- Responsibility to be responsible for straight-through process proposals in line with the preset internal AML/KYC guidelines, as per the CDD.
- Responsible for preparing the Daily Productive MIS.
- Responsible for the issuance of the policy.
- Underwriting Authority Level 1: allowed to underwrite below the criteria: Death Benefit: \$1,000,000.
- Critical Illness or Health Benefit (Additional and/or Inbuilt): \$1,000,000.
- Maximum sum assured acceptable under all application(s) per life with Exide Life in INR: 1,000,000.

CERTIFICATIONS

Champion Collaborators Award, FY 2025.