



## VIKAS TIWARI

Shri Shiv Mandir Pocket-2 Paschim Puri New Delhi-110063  
9599094573  
Vikas.tiwari3916@gmail.com  
03/07/1995

### OBJECTIVE

To Keep myself dynamic competitive, self-motivated and to become a successful professional.

To show my ability, dedication and enthusiasm for work and to be a part of the growth oriented team with a challenging environment.

### SKILLS

- Deals in Property & Casualty Insurance. Pull report of daily volume and allocate the work to the team. Handling escalations and quality reports from onshore team. Processing of various work types. Send team Audit reports to the Supervisor. Team Query Handling. Give process Training to new Hires.
- Used to process claims of dental for one of the most leading insurance companies of USA named United Health Group. Used to review the documents provided by the claims and verify with certain policies of the insurance company. Performing duties of health, life and accident insurance. Take decision whether to pay or deny the claim submitted by the claims in timely manner. Audit other team member's claims as needed. Determine proper payees for benefits in order to discharge company's liabilities.

### ADDITIONAL INFORMATION

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

### INTERESTS

- Listening to Music
- Surfing on internet
- Watching Cricket
- Traveling

### LANGUAGE

- Hindi
- English

### EXPERIENCE

- August 2015 - November 2018**      **Genpact India**  
Operations  
I worked for Genpact India in Late Pay, Pup Xr, Reinstatement, Property and Casualty Insurance Process from last 3 Years 3 Months at Noida Location as Senior Process Associate.
- March 2019 - October 2020**      **Optum Global Solution (UHG)**  
Health Care  
I worked for Optum Global Solution Pvt.Ltd. (UHG) as Dental Claims Adjudication and Claims Reviewer US Insurance Process From Last 1 years 7 months at Gurgaon Location as Claims Associate.
- January 2021**      **ATP Infratech Pvt Ltd**  
IT industry  
Currently working with ATP infratech Pvt Ltd as Assistant filed Manager from 4th of January 2021 to till date.

### EDUCATION

- 2017**      **Bhartiya Vidyapeeth Deemed University Delhi**  
MBA  
Higher Second Class
- 2015**      **GGSIIP University Delhi**  
BBA  
Higher Second Class
- 2012**      **Sarvodaya Co-ed Vidyalaya**  
12th  
60.2 Percent
- 2010**      **Sarvodaya Co-ed Vidyalaya**  
10th  
Grade - 05.6

### PERSONAL QUALITIES

Believe in gaining practical knowledge.  
Believe that working hard is only mantra for success.

### PERSONAL DETAILS

Name : Vikas Tiwari  
Father's : Name- Sh. Ramesh Chandra Tiwari  
Date of Birth : 3 July 1995  
Marital Status : Married  
Sex : Male  
Nationality : Indian  
Religion : Hindu

### NOTICE PERIOD

Immediate Joining

### COMPETENCIES

Result Oriented and Quickly adaptable to conditions.  
Can minimize objection and translate into favorable situation.  
Strength in solving, coordinating and analyzing the problem as a strong team player