



Meghna Shetty

ABOUT ME

Date of Birth: 24-04-1991

Age:30

Gender: Female

Nationality: Indian

Marital Status: Married

Visa Status: Employment visa

Passport Number: T8010794

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Mubarak tower. Khalifa street, Abu Dhabi

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LANGUAGES

English ●●●●●
Hindi ●●●●●
Marathi ●●●●○

SKILLS

Innovation & Flair ●●●●○
Communication ●●●●●
Team Player ●●●●○
Target Oriented ●●●●●
Presentation Skills ●●●●○

INTERESTS



CAREER OBJECTIVE

A commercially aware and highly motivated & successful individual with a proven track record in customer service, Customer data management, Port Folio management, Remittance & Forex.

PROFESSIONAL ACHIEVEMENTS

- Secured NO.1 position in service PAN India, awarded service excellence for delivering incredible guest experience in RBL Bank.
- Best performer in regional level qualifier contest (Life insurance) in YES bank.
- Performer of the year award for sales & service in Axis Bank Ltd.

ACADEMIC BACKGROUND

BACHELOR DEGREE

Banking & Insurance Year- 2008-11

Mumbai University, Maharashtra, India

CORPORATE EXPERIENCES

Organization: Continental Insurance Brokers LLC Tenure: Sept'21-Till Date
Designation: Insurance Coordinator Location: AUH, UAE

Organization: Masters Insurance Brokers LLC Tenure: Mar'20-Sept'21
Designation: Insurance Coordinator Location: AUH, UAE

Organization: RBL Bank Limited Tenure: June'17-Oct'19
Designation: Service Manager-Manager Location: Mumbai, India

Organization: YES Bank Ltd Tenure: May'15-May'17
Designation: Branch Service Partner-Snr officer Location: Mumbai, India

Organization: Axis Bank Ltd Tenure: Dec'13-April'15
Designation: Front Desk Officer-Asst Manager Location: Mumbai, India

Organization: HDFC Bank Ltd Tenure: July'11-Dec'13
Designation: Personal Banker-Asst Manager Location: Mumbai, India

Key Responsibilities:

- Handling Medical insurance policy placements (Individual/ General/ Group/ Motor).
- Handling Endorsements, amendments & Claims in General insurance policy.
- Preparing the summary for the placements.
- Effective coordination with client & insurance companies.
- Compiling quotations & preparing detailed comparison report.
- Maintain & book policies/Invoices for accounting.