



REEM BANU

Senior Network Executive

EDUCATION

ALOYSIUS INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY

2013 - 2015

MBA - Masters of Business Administration

Specialization – Marketing & Finance

ST ALOYSIUS COLLEGE

2010 – 2013

BSC – Bachelors of Science

Specialization – Statistics, Mathematics & Computer Science

CAREER DEVELOPMENT

Aafiya Medical Billing Services LLC

April 2019 – Present

Senior Network Executive

- Support to Assistant Manager Networks and Manager Networks in order to maintain the smooth functioning of the Department.
- Empanelment process of the Providers in UAE.
- Preparation of Agreements and Addendum with the collaboration of Legal Department.
- Managed Administrative Activities and the Operational procedures of Network Department.
- Handled Price Negotiation with support of Senior Personnel.
- Worked effectively with diverse team to accomplish daily objectives and meet long-term goals.
- Helped team handle high-volume work by prioritizing tasks and delivered on time.
- Collaborate and implement network software upgradation with support of IT.
- Developed solid relationships with Providers and managed communications.
- Coordinate with various departments and implement new processes for smooth functioning of department.
- Approached and solved work problems with initiative and knowledge of operations.
- Protected company and Provider data by consistently following Protocols.
- Served Providers by going above-and-beyond to offer exceptional support for all network related queries.
- Provision of Provider Portal training to Provider when required.

PROFILE

Organized, driven, and adaptable with successful history managing high caseloads in fast-paced environments. Seeking to leverage strong background in Insurance Industry, expert relationship building skills with clients and Business Development.

An energetic communicator who easily builds ties with clients and insurance peers from a wide range of cultural backgrounds.

Thrives in responsibility and always maintain high standards. A high achiever with a positive approach to life. Able to work well under Pressure as a part of Team or Individuality

CONTACT

PHONE:

+971 558279680

EMAIL:

reembanu92@gmail.com

ADDRESS:

Al Qusais, Dubai, UAE

SOFTWARE KNOWLEDGE

MS Office Suite

Advanced level, Expertise in Excel, Word, PowerPoint

IBM SPSS (Statistical Package for Social Science)

AREA OF EXPERTISE

Customer Service

Decision Making

Administrative Support

Analytical skills

Optimal Time Management

Interpersonal skills

Problem Solving Attitude

SKILLS

Planning & Organizing

Teamwork

Attention to Detail

Negotiation skills

Quick Learning

Resilience

ADDITIONAL QUALIFICATION

Diploma in Aviation, Hospitality & Travel Management

ACTIVITIES & INTERESTS

Sports & Games – Badminton, Volleyball & Indoor Games.

Language – English, Hindi, Urdu, Kannada, Malayalam

Cooking

Music

Northern Insurance Brokers LLC

July 2017 – March 2019

Assistant Insurance Underwriter & Account Executive

- Examining insurance proposals for Marine Cargo Insurance, Motor Insurance, Travel Insurance, WC Insurance and Medical Insurance.
- Writing quotes and negotiating the terms with Insurance Companies and clients to determine Premiums.
- Collecting background information and assessments of risk and assessing clients current and future insurance needs
- Supported agents with timely quotes and information about applications and acceptance likelihood.
- Renewing or amending existing policies for clients
- Compensated for risk levels by decreasing policy values and specifying endorsements.
- Updated office files daily and kept records organized.
- Enhanced customer satisfaction with fast, knowledgeable service.
- Prepared Payment Vouchers, Invoices for the client.
- Responsible for reaching out to customers to collect Outstanding's.
- Act as the liaison between Insurance companies and customers and manage overdue accounts.
- Worked effectively with diverse team to accomplish daily objectives and meet long-term goals.
- Trained junior team members and mentored on important procedures.

Bright Edge Consultancy FZE

Oct 2015 – Jan 2017

Administrative Assistant / Research & Business Development

- Carrying administrative duties such as filing, typing, copying, binding, scanning etc.
- Monitoring stationary levels and ordering office supplies.
- Performing Research on projects and preparing the presentations.
- Helped resolve issues with research objectives, protocols, and measures by working closely with senior personnel.
- Administered activities in line with research protocols by coordinating scheduling with individual personnel.
- Highlighted project goals, progress and findings with reports and presentations by working closely with senior personnel.
- Handling sensitive information in a confidential manner.
- Delivered exceptional guest relations by welcoming visitors warmly and offering immediate assistance.
- Worked effectively with diverse team to accomplish daily objectives and meet long-term goals.
- Updated office files daily and kept records organized.
- Enhanced customer satisfaction with optimal service.
- Performed Ad hoc task if required.