



RINCY K THOMAS

Associate- Trans Processing

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PROFILE SUMMARY

Well-honed communication and interpersonal skills along with demonstrated leadership, organizational, time management qualities. and can adapt to any kind of platforms or technologies. Strong organization and analytical skills and have multi-functional exposure and a strong team orientation.

Education

India- M.Sc Computer Science M.G University (2015- 2017)

India- B.Sc Physics M.G University (2013-2015)

Skills

Adaptability.

Creativity.

Sales.

Customer Service.

Team Work.

Leadership quality and Decision Making.

EXPERIENCE :

Sutherland Global Service, Cochin India – Associate Transaction Processing

January 2019 – January 2022

Worked for the service delivery department (Insurance Claims) for Lloyd's Syndicate 1200

Manage and prioritize work with a modern interface and digital Kanban

Monitor all transactions and ensure compliance to quality regulations and maintain effective relationships with clients.

Process Auto Claims, reviewed policy to determine coverage by accessing claim and attaching information to claim as needed.

Managing Inward Risk, Monthly chasing of static and AM coded.

Consolidating reports

Client handling including Emailing and Communication.

Team management including training of new joiners and QC.

Personal Details

Nationality : Indian

Date of Birth : 29-06-1994

Matril status : Married

Address : Puthenpurackal House

Kuttampuzha P.O, Ernakulam-686681

LANGUAGES

English, Hindi, Malayalam

