

IJAS SHANAVAS
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PROFESSIONAL HISTORY:

Designation: Front Office Executive

Lifecare Hospital (Mussafah-AbuDhabi)

Period: Oct 2019- Present

Designation: Underwriting Expert

ALLIANZ (TECHNOPARK-TRIVANDRUM)

Period: Feb 2015 – Aug 2019

ROLES AND RESPOSIBILITIES:

- To process all policies, accurately according to the set targets defined in the various processes.
- To develop and maintain relationships with internal customers.
- Analysis of data contained within broker presentations and the accurate set up of quotations on the appropriate rating system.
- Managing work in team leader absence
- Daily work allocation, quality audit review
- Maintaining team SLA & schedule specific tasks as required by the Team Leader.
- Record and report all relevant issues and actions to Team Leader
- Call Stakeholders for process related queries
- Training and coaching the new comers within the team
- Handling additional work other than regular allocated, part of Team Initiative to complete adhoc responsibilities.
- Examining insurance proposals.
- Collecting background information and assessments of risk.
- Writing quotes and Analyzing the risks
- Liaising with insurance brokers

CERTIFICATE PROGRAMS ATTENDED:

- Certificate of Anti-Corruption Anti-Fraud Training
- Certificate of Global Data Privacy Training
- Certificate of Insurance Training
- Certificate of Code of conduct and Business Ethics
- Gained training for Customer Service (IATA Course)

ACADEMIC CHRONICLE:

- Graduation: B Tech (Information Technology), NarayanaGuru College of Engineering, India
- Diploma : IATA from IATS Kesavadasapuram (2014-15) – TVM, India
- H.S.E : Salvation Army Higher Secondary School, TVM, India
- SSLC : St. Josephs Higher Secondary School, TVM, India

AWARDS & ACHIEVEMENTS:

- Certificate of Excellence for TOP GUN AWARD for the outstanding performance in placement preparatory program for the year 2013-2014
- Robotryst 2012 certificate of participation organized by Robosapiens Technology Private Limited at Narayana Guru College of Engineering
- "A" Grade in Chavara Scholarship Examination (preliminary, 2008-2009)
- Won the Special Jury Award from AKCAF Festival – Dubai
- Secured second place on the occasion of DALA Youth Festival.
- Championship for sports

PERSONAL TRIVIA:

- **Date of Birth :** 08th November 1990
- **Marital Status:** Married
- **Nationality** : Indian
- **Visa Status** : **Employee Visa**
- **Linguistic Abilities:** English, Hindi, Malayalam, Tamil and Arabic

DECLARATION:

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

I assure you that if you provide me an opportunity, I will leave no stone unturned to perform my duties.

Reference will be available upon request.

Yours sincerely
Ijas Shanavas