



Naresh N

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Profile

Driven individual with strong administration, organization, and prioritization skills. Approachable and personable proactive in providing comprehensive admin support. Seeking opportunities to upskill.

Experience

INSURANCE EXECUTIVE | UNITED INDIA INSURANCE CO. LTD | 2016-2017 |

- Issuing vehicles insurance policies by doing renewal to the clients.
- Worked in ms excel of data entries regarding Insurance agent's commission.
- Follow up Regional office regarding Renewal notices of clients every month end.

ACCOUNTANT | RAJESH EXPORTS LIMITED | 2017-2019 |

- Maintaining and recording business transaction
- Optimum utilization of excess funds by placing FD's and tracking of the same
- Preparation & verification of Import & Export statement of Diamonds, Gold Bullions
- Managing inventories of Gold Bar baggage
- Verification of the inventories in the strong room & tracing the incoming & outgoing of the same
- Preparation of weekly MIS & escalation to the stakeholder.
- Preparation of interest statement & follow up with the customers
- Liaising with auditors & providing the required details like Division details, Expenses Sheet Etc.
- Verification of entries prepared by sub team related to expenses, payment etc
- Verification of bank statement with the BRS
- Invoice entries in GST portal
- Preparation of Purchase & sales statement at the end of the Month for GST payment
- Verification of GST transaction made by sub divisions & providing the same with the GST auditors.
- Liaison with Banks to open the current account in order to carry out day to day activity.

PROCESS ASSOCIATE | FLATWORLD SOLUTIONS PRIVATE LIMITED | 2020-2022 |

- Worked as Process associate in the US Mortgage process.
- Handled mortgage loans process of the US Clients.
- Worked in the Initial disclosure of loans line.
- Verifying the documents of clients regarding loans and upload the documents in the Mortgage software and submit.

ADMINISTRATION EXECUTIVE | ATYATI TECHNOLOGIES PVT LTD | April 2022 – October 2024 |

- As an Admin Executive, my role encompassed a wide range of responsibilities, including overseeing facility management to ensure a well-maintained and efficient work environment, managing the procurement process to secure necessary supplies and services, and handling invoice payments to maintain financial accuracy. I demonstrated strong team leadership, guiding and supporting staff to achieve organizational goals. coordinating logistics and resources for new locations, handling the audits on yearly basis and reconciling the stock data.
- Received, sorted and directed incoming mail to maintain good communication channels.
- Answered phones and performed clerical office functions to address queries, concerns and issues, escalating complaints to management.
- Trained and helped less experienced staff manage workloads and assignments, facilitating fulfilment of organizational objectives.
- Planned office events by reserving venues, communicating schedules and coordinating setup. Identified data discrepancies through careful analysis, promptly researching issues for quick resolutions.

INSURANCE OPERATIONAL EXECUTIVE | ACCENTURE | October 2024 – December 2024 |

- Worked as Insurance operational executive in the Health insurance department.
- Maintained records of renewal notices.
- Renewal done for insurances of clients.
- Co-ordinated with clients regarding insurance renewals and claims.

Education

SSLC | 2009 | B G National Public School

PUC | 2011 | East West PU College

BCOM | 2014 | Vivekananda Degree College

MBA | 2016 | Bangalore Institute of Management Studies

Skills & Abilities

- Vendor Management
- Scheduling and calendar management.
- Procurement of Devices and any other items with receiving Quotes from Vendors.
- Team Leadership
- Tally usage for generating Purchase orders, Invoices, Receipt Note etc.
- Stock Management, Logistics
- Travel Management
- Sound knowledge of handling Accounting system.

