

Curriculum Vitae

Snehal Sumeet Wagh

Flat No. 101, 1st Floor,
Paradise Heights, Station Road,
Thane West – 400601.

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Career Objective:

Intend to work in industry with committed & dedicated people which will help me to explore myself fully & realize my potential will to work as a key player in the challenging & creative environment.

Educational Qualifications:

Qualification	Board / University	Year of Passing	Percentage
B.C.A.	SNDT Women's University	2012	68.33%
H.S.C.	Maharashtra State Board, Kolhapur	2009	56.67%
S.S.C	Maharashtra State Board, Kolhapur	2007	70.61%

Technical Skills:

- Basic Excel
- Diploma in Tally Management

Work Experience:

- Worked with Tech Mahindra Company in Outbound Process from 15th January 2013 to 24 September 2013.
- Worked with Business Ideas as an Office Administrator from 23rd December 2014 to 31 March 2025.

Responsibilities:

- Handling Insurance Alertss software
- Edition and upadation all kind information related to insurance industry
- Updating the software on regular basis
- Preparing GST Statement
- Sending mails to Insurance Company,Brokers,TPA,Web Aggregator related to insurance events.
- Monthly salary processing
- Generating data in excel for policy upadation
- Coordinate with TPA for unpaid claims
- Handling clients call regarding policy & claim issues
- Dispatch and revert on mails for client satisfaction
- Providing details for salary transfer, preparing salary cheques
- Handling petty cash and preparing excel statement for the same as well as cross checking with cash voucher
- Preparing Salary Statement & Commission Statement of all employees & Agents
- Ensuring all bill payments made before due date

Personal Details:

Date of Birth : 25/06/1991

Nationality : Indian

Marital Status : Married

Languages Known : English, Marathi and Hindi

Hobbies : Play Tennis, Gardening and Travelling

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for correctness.

Place : Thane

Date : Snehal Wagh