

## Curriculum Vitae

Arya Vikas Ravindrabhai  
1003/D/17, Arya Nagar Society  
Gitamandir Kankaria Road  
Ahmedabad – 380022

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vikasarya\_2008@yahoo.com  
Date :

### PERSONAL DATA:

1. Full Name : Arya Vikas Ravindrabhai
2. Present Address : 1003/D/17, Arya Nagar housing Society Gitamandir Road  
Near Kankaria, Ahmedabad - 380022
3. Birth Date : 19/05/1977
4. Martial Status : Married
5. Hobbies : Watching News & Movies, internet surfing, Reading

### 6. Educational Qualification

<i>Year of Passing</i>	<i>Institution</i>	<i>Degree / Examination</i>	<i>University/Board</i>	<i>Percentage</i>
1997	Upashna Higher Secondary School	H.S.C	G.H.S.E.Board	Second Class
2000	Vivekanand College of Commerce	B. Com.	Gujarat University	Pass Class
2001	Mahalaxmi Computer Institute, A'bad, Gujarat	Internet / M.S.Office & DTP Courses	Center For development of Advanced Computer [pune]	A+

### TECHNICAL SKILLS

Operating Systems	Windows XP Professional,
Languages Known	MS-Office 2000,2003
working exclusively	DTP, Photo Shop, scanning of documents, outlook, Internet, etcetera....

### 7. Experience (Start with my Present job)

Organization	<b>Mdindia Healthcare Services TPA Pvt Ltd</b>
Designation	Senior Executive
Job Profile	Daily Visiting to insurance company as TPA Representative, interact with Client Agent, Development Officer and convey them about claims position, Liaison Services with Government Department, Coordination with processing team providing them required documentation, claim payment follow up etc.....
Duration	May 2019 To Continue

Organization	<b>Raksha Health Insurance TPA Pvt.Ltd</b>
Designation	Senior Corporate Relationship Executive
Job Profile	make telephone calls when in office and get meetings with relevant insurance company, interact with Senior development officer Agent and relevant company's officer, focus to claims queries and get try to be resolving and Liaison Services, get to ready MIS and reporting to HOD
Duration	June – 2018 to May - 2019

Organization	<b>E – Meditek Insurance TPA Limited</b>
Designation	Sr. Executive Cum Liaison Officer
Job Profile	Having Knowledge of Terms & Conditions of claim processing Coordination With Enrollment Department and claims,, Visiting to insurance company as Representations, Communication and Liaison Services with Government Department .. TPA is Third Party Administrator for General claims , it is public dealing services
Duration	August – 2008 to May 2018, Total Nine Years Experience in the TPA Field

Organization	<b>Vardhman Threads Pvt Ltd.</b>
Designation	Computer Operator Cum Store Keeper
Job Profile	Document management, Coordination with sales & Operation team Representation with garment company payment follow up etc.....
Duration	October – 2006 To July 2008 Two Years Experience in the Garment thread

Organization	<b>Ankur Prakashan</b>
Designation	Godown Keeper
Job Profile	Maintains inventory, monthly physical stock counts, Identifying Godown system improvements, “Billing, Transport and Delivery, Coordination with sales & Packaging department, visiting to the School for Exhibition and Fair,Book Marketing
Duration	August -2000 to October – 2005 Total Five Years Experience in the Book-Publisher...

8. Present Salary : 19880

9. Exp. Salary : According to my ability and your company norms.

10. Date of Joining : **Notice period of one month**

Place : Ahmedabad Signature: Full Arya Vikas R.

Date : Small V.R.Arya

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