M VINOD KUMAR REDDY

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PROFESSIONAL SUMMARY

Detail-oriented and analytical professional with expertise in **Data Communication and Analysis** (DCA) and **MS Office.** Proven **Process Associate in the insurance claims industry**, skilled in streamlining processes, **analyzing data**, and **generating reports**. Adept at using advanced Excel functions to support decision-making and improve operational efficiency. Strong **organizational skills** and a **commitment to high-quality results**.

SKILLS AND ACCOMPLISHMENTS

- Proficient in **Data Communication and Analysis** (DCA) with a strong analytical background.
- Experienced in leveraging **MS Office** Suite for efficient **data management** and **reporting**.
- Utilized advanced **software tools** for data analysis and **project management**.
- Adept at using these **skills** to enhance overall **project outcomes** and **productivity**.
- **Articulated** complex ideas clearly and effectively to diverse audiences.
- **Delivered presentations** and reports with **confidence** and **clarity**.
- **Commitment** to **continuous learning** and staying updated with **industry trends**.
- **Continuous Learning**: Proactively staying updated with emerging technologies and industry trends.

EDUCATION

Degree— BBA **Graduation Year (2022)**
Risali Institute Of Management | Aviation | BBA, Andhra-Pradesh,
Aggregate: 70%

Intermediate — Mathematics, Physics and Chemistry **(06/2016 to 05/2018)**
Narayana junior college, Madanapalle,
Chittoor (dist), Andhra Pradesh,
Aggregate: 81%

SSC **(06/2015 to 03/2016)**
Indian public English medium high school,
Madanapalle, Chittoor (dist), Andhra-Pradesh,
Aggregate: 83%

ACHIVEMENTS

- Participated in Poster Presentation conducted by Risali Institute Of Management.
- Participated in Technical Seminar conducted by Risali Institute Of Management.

LANGUGES KNOWS

- English
- Hindi
- Telugu
- Kannada

HOBEES

- Browsing Internet
- Playing Sports
- Listening Music

Experience

Process Associate (PC4),
Sagility India Private Limited.
September 2023 – August 2024

- Managed **insurance claims** from data **entry through resolution**, ensuring accuracy and compliance with company **policies** and industry regulations.
- Handled customer **inquiries efficiently**, providing effective **resolutions** and maintaining high **customer satisfaction**.
- Processed and reviewed **insurance claims** with **meticulous attention** to detail, adhering to company standards.
- Collaborated with **cross-functional teams** to **streamline claim** processing procedures and improve overall **operational efficiency**.