



AKSHATA KAWADE

Senior Advisor

PROFILE

I am a dedicated and success-driven Senior Advisor experienced in General Insurance, Reinsurance, Billing, and documents for placing and billing construction business for last 8 years. I have positive attitude towards work and I believe in teamwork, I possess strong work ethics, working effectively even under demanding situations.

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EDUCATION

K.G. Joshi College of Arts & N.G. Bedekar College of Commerce
2015 to 2017 [Mater of Commerce in Banking and Finance]

Birla college of Arts, Science and Commerce
2012 to 2015 [Bachelors in Banking and Insurance]

WORK EXPERIENCE

Willis Towers Watson – Senior Advisor
01 June 2015 To Present

Project Description:

- To handle various activities within the Placement and Billing process for construction business and to ensure that team meets its business requirements daily.
- Create renewals, new business, contract endorsements and billings for direct and reinsurance policies
- Adherence to the Willis service standard (Willis Excellence Model).
- Maintain Client, Underwriter documents and all other correspondence under system to ensure all documentation related to process is correctly stored for future audit requirement.
- Process critical activities with high levels of accuracy.
- Prioritize and organize work daily according to business priorities.
- Deal with Underwriter / Client queries and requests. Obtain agreement from both wherever needed.
- Develop an in depth understanding of the technical aspects of the process.
- Ensure ongoing, sustainable, and dynamic relationships with stakeholders whilst managing their expectations.
- To handle the Bureaux and Accounting queries effectively.
- To eliminate unwarranted queries to UK\SME within the team, evidence the same via emails and discussions.
- To be flexible and ensure business needs are met all times and must be open to assist the team and outside the team, when required.
- Ensure that all statutory and company procedures are followed while processing work to protect clients, colleagues, and the business interests of the company.

- Actively participate and contribute ideas in Brain storming / Process Improvement sessions/forums.

Achievements:

- Joined organization as “Trainee associate” [Present day known as Senior Advisor] under “Accounting and Settlement” for Construction business acquired process knowledge and in three months promoted to “Authorizer” [One who checks the accuracy of billing processed and documentation binding to those billings].
- Received multiple appreciations from top management for the prompt and proactive initiatives rendered.
- Moved to New Business Unit [Real Estate Practice] under “Premium and Billings” - as per the Business Requirement: -
- New process to set up.
- Worked closely with team lead and management to understand business requirement, simultaneously build good relations with stake holders in order make work transition smooth.
- Received several recognition and rewards along the way, stabilized the process in a year time with manager’s comment as “Role Model” on appraisal remark and moved back to my previous team to support business.
- In 2019 I was given a new role [Subject Matter Expert] SME to handle daily business obstacles technically.
- In Year 2020 moved to Construction under “Premium and Billings” as the business unit needed support on technical front as well as on managing front. - Working till date with several new roles as “Trainer”, “SME” and daily KPI monitoring and reporting for the BU along with core BU tasks.
- Received several certificates for quality and exemplary service levels with High Performance Ratings Consistently for last 7 years.

SKILLS

Teamwork
 Communication
 Insurance
 General Insurance
 Construction Insurance
 Positive thinker
 Excess liability
 Construction All risks