

VRUSHALI.MANOJ.GHAG

OBJECTIVE

Energetic and dedicated professional with superb analytical , problem-solving and decision making abilities. Seeking career advancement and a challenging work environment as a Specialist.

EDUCATION

- Pursuing Executive in Finance & Risk Management from IIM - Vizag
- AINS 101
- M.COM Graduate with B Grade in the year 2024.
- B.COM Graduate with B Grade in the year 2021.
- HSC Passed With 81.08% From State board 2018 (Banking & Finance).
- SSC Passed With 86.6% From State Board 2016.

WORK EXPERIENCE

Account Coordinator

Marsh & McLennan

(June 2022 – Current)

- Create client presentation with historical premium analysis and related graphs and calculate the risk involved.

- Process premium due invoices, forward to client for payment, and collect commission

- Research with the underwriter for loss runs and prepare detailed graphs and tables showing losses over the years

- Asses risk and taxes for required coverage based on tax rates and risk exposure

- Handle auto ID, Masterdraft, and communications with placement & insurer

- Regular communication with insurer and client-facing team for discussing upcoming renewal cycle, coverages, and client needs

- Manage pre-IRSM & renewal tracker, policy collection, Mshare & PDCS, and risk allocation

-Manage the team activities regularly , like fun Fridays & offsites

Awards :

1.COE : Certificate of excellence : Quarter 2 (2023)

2.Outstanding performance in year 23-24

Employee

Patkar & Associates

(June2019-Dec2021)

- Expertise in computing balance sheets and profit & loss a/c according to applicable accounting standards

- Specialization in auditing companies, LLPs, partnership firms, and individuals while ensuring compliance with all required details

- Handling internal bank audits as per IND AS

- Managing the art director's portfolio

PERSONAL DETAILS

- Age: 23 years
- DOB: 11 Dec 2000
- Marital status: Unmarried
- Phone No: 8291715686
- Email Id:
vrushalig2000@gmail.com
- Address: Jaya Nagar,
Dattapada Road,
Borivali (East)
Mumbai 400 066

COMPUTER SKILLS

- TALLY
- MS EXCEL
- MS POWERPOINT
- MS WORD

CORE COMPETENCIES

- **Organizational & Planning Skills**
- **Attention To Details**
- **Data Management**
- **Problem Analysis & Resolution**
- **Communication Skills**

INTERESTS

- District Level Player & Black Belt in Karate
- Art Enthusiast
- Writing