

PRATEEK SHUKLA

POLICY MANAGEMENT EXECUTIVE

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PROFILE SUMMARY

- Results-driven Policy Management Executive **with over 8 years of experience** in strategic policy execution, regulatory compliance, and operational excellence within the insurance sector.
- Adept at driving branch performance, optimizing administrative processes, and ensuring adherence to industry standards.
- A proven leader in managing teams, fostering customer relationships, and streamlining financial operations.
- Possesses strong analytical, problem-solving, and decision-making skills to enhance policy administration, risk assessment, and business development initiatives

AREAS OF EXPERTISE

Policy Management | Compliance Management | Risk Assessment | Risk Mitigation | Financial Planning | Strategic Planning | Regulatory Adherence | Corporate Governance | Branch Operations | Performance Optimization | Data Analytics | Financial Reporting | Process Improvement | Operational Efficiency | Team Leadership | Staff Development | Client Relationship Management | Conflict Resolution

CAREER HISTORY

Assistant Branch Manager LIC of India, Shaktinagar, Sonbhadra, Uttar Pradesh October 2023 - Present Key Deliverables: Branch Operations: Managed a team of 17 employees and 316 agents, ensuring seamless branch operations and driving overall performance. Financial Analysis: Conducted in-depth financial data analysis and prepared accurate, timely reports to assist upper management in decision-making. Interdepartmental Coordination: Collaborated with cross-functional teams to resolve customer issues promptly and ensure policy adherence. Risk Management & Compliance: Monitored branch compliance with insurance policies and regulatory requirements, mitigating operational risks.
Assistant Administrative Officer LIC of India, Shaktinagar, Sonbhadra, Uttar Pradesh November 2022 - September 2023 Key Deliverables: Regulatory Compliance: Ensured strict adherence to industry policies and guidelines, mitigating compliance risks. Customer Service: Strengthened customer relationships by delivering accurate information and prompt solutions to inquiries. Financial & Operational Oversight: Managed branch accounts and other allocated departments, optimizing administrative efficiency. Claims Processing: Evaluated and processed insurance claims while maintaining accuracy and compliance with policy terms.
Assistant LIC of India, Barabanki, Uttar Pradesh March 2017 - October 2022 Key Deliverables: Data Analysis & Reporting: Compiled and analyzed data to identify trends, generating actionable insights for strategic planning. Process Optimization: Developed and implemented office procedures that improved workflow efficiency and operational effectiveness.

- **Administrative Coordination:** Streamlined documentation, policy records, and compliance reports, ensuring accuracy and accessibility.
- **Stakeholder Communication:** Acted as a liaison between departments, facilitating smooth policy execution and dispute resolution.

EDUCATIONAL CREDENTIALS

- Master of Business Administration (MBA) in FinanceIntegral University, Lucknow | June 2018 - January 2020 | 78.26%
- Bachelor of Technology (B.Tech)Amity University | July 2012 - June 2016 | 6.13 CGPA

CERTIFICATIONS

- Fellowship in InsuranceInsurance Institute of India | September 2017 - April 2022 | 490 Points

PERSONAL DOSSIER

Language known: English, Urdu | **Nationality:** Indian