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| Shrikant J. Shenoy |
| **Mobile No.** 9870371280**DOB:** 27TH March 1987**Passport No**: R1562618 | **Permanent Address:**4th Floor, Flat No.401New Shree Datta Krupa Housing Society, Hanuman Nagar, Katemanevali,Kalyan(E)- 421306shenoysj@gmail.com |

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| **Profile summary** | * Creative, skilled and trained Content Writer with diverse knowledge of writing web contents.
* Seeking a position as a Senior Content Writer in a company where my skills and proficiency will be utilized.
* Experience of one and a half years.
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| **Experience** | **Senior Content Writer, Willis Towers Watson (January 2019 to present)Applied for IJP in January 2019 and was selected through written test*** Write insurance blog articles for topics such as Renewal Report, Quotation letter, Renewal Letter, Binding Instructions etc. for International and Western Europe clients
* Help standardize department procedures to develop and manage content
* Works with marketing and content team in Australia to develop compelling infographics for B2B and B2C technology audiences
* Working knowledge of principles of SEO including keyword research
* Proofread, edit and suggest digital content/collateral for WTW website
* Draft email communications for WTW client support process as and when necessary
* Team player with the confidence to take the lead and guide other employees when necessary (e.g. with content development, creation, and editing of content)
* Understanding of content on Social Media Site- Coordinate content creating and publishing of content for Newsletter

**Senior Insurance Accountant, Willis Processing Services India Pvt. Ltd.** **(November 2007 till January 2019)** * Providing customer service to clients, brokers and carriers through emails which are handled within a TAT of 48 hours.
* Reconciling carrier statements within a TAT of 5 days and to identify any discrepancies on the statement.
* Sending Carrier Reconciliation Template to carriers & sub-brokers explaining them the reason for discrepancies and suggestive measures to resolve the same.
* Resolving discrepancies appearing in the Inter-company Reconciliation Report.
* Resolving issues with Insurers via e-mail and phone.
* Auditing Payables Report, Cash on Account, Payments and Reconciliation of other associates
* Updating logs on a monthly basis such as Repeated Discrepancies Log, International

 Sub-Broker payments log, Cash on Account log, etc. * Processing payments to different entities such as client, carrier, sub-broker etc. via check, wire and corporate transfers.
* Resolving cash lying on account within a TAT of 60 days.
* Conducting presentation every month to explain the new updates received in process.
* Training and Mentoring new associates.
* Providing suggestions through CAB (Change Advisory Board).
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| **Educational qualification** |

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| **Board** | **Standard** | **Year**  | **percentage** |
| Maharashtra state | SSC | 2002 | 71.60 |
| Maharashtra state | HSC | 2004 | 70.67 |
| Mumbai University | B.com | 2007 | 72.00 |

* Passed MS-CIT exam with 84%
* Passed INS 021 – Property and liability Insuranceexam
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| **Extra-Curricular Activities**  | Participated in on the spot ad making competitionParticipated in creative essay writing competition |
| **Honors & Activities** | Awarded Willis Chairman’s Challenge Award – Bronze for Service ExcellenceReceived RNR for performance excellence in Content delivery and Strategic MarketingLeading Treks and Tours for Willis Towers Watson through Hobby at Work CommitteeVolunteer at Robin Hood Army |

**Soft skills** Excellent written & Verbal communication skills

 Good Interpersonal skills

 Can speak in English, Hindi, Marathi and Konkani

**Technical**

**Skills** Proficiency in MS office, WordPress and HTML Language

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| **Marital Status** | Married |
| **Nationality** | Indian |

**Declaration**

I hereby declare that all the information furnished above is true to the best of my knowledge.

 **Yours Sincerely,**

 **Shrikant Shenoy**