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| Shrikant J. Shenoy | |
| **Mobile No.** 9870371280  **DOB:** 27TH March 1987  **Passport No**: R1562618 | **Permanent Address:**  4th Floor, Flat No.401  New Shree Datta Krupa Housing Society, Hanuman Nagar, Katemanevali,  Kalyan(E)- 421306  [shenoysj@gmail.com](mailto:shenoysj@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. |
| **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). |
| **Educational qualification** | |  |  |  |  | | --- | --- | --- | --- | | **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 |
| **Extra-Curricular Activities** | Participated in on the spot ad making competition  Participated in creative essay writing competition |
| **Honors & Activities** | Awarded Willis Chairman’s Challenge Award – Bronze for Service Excellence  Received RNR for performance excellence in Content delivery and Strategic Marketing  Leading Treks and Tours for Willis Towers Watson through Hobby at Work Committee  Volunteer 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**