




VERINDERPALL KAUR

ADMIN OFFICER


Profile

Looking forward to apply and exercise all my years of knowledge and skills to be adaptive into the new working environment. Produce results and meet set targets of my employer. Seeking for a career change which will enhance my skills to further develop in a new challenging environment.

 (+60)16-5366144

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 19 Sikh Settlement,
31800 Tanjong Tualang
Perak

Education

Bachelor of Business Administration

City University Malaysia

May 2022-May2025

Spm

Smk St Bernadette's Convent

2002

Expertise

MS Office

MS Excel

Ms Power point

Fast Typing

Zoom & MS Team

Language

English

Malay

Punjabi

Hindi

Work Experience

2006

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Present

Administrative Officer

Prepare document in servicing client in life insurance & general insurance.

Prepare documents for income tax assessment

- Prudential (Main): Assist Manager, Unit Manager and Agent in servicing clients for life insurance. Prepare submission and monitor policy servicing such claim, quotation, proposal, endorsement& payment
- MSIG: Monitor and manage renewal listing for general insurance. Prepare quotation for new business and renewal listing and ready for submission in system. Prepare and followup claim as well as monitor payment and prepare commission to sub agent
- Eastspring: Prepare document for investment, initiate transaction buy/sell fund for client via system.
- Prepare material, assist and monitor agency activities. Prepare documents for income tax assessment.

2008

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2023

Unisys Data Entry (Part Time)

Adecco Staffing & Outsourcing Sdn Bhd

- UNISYS: To perform document preparation and sorting of bank cheques for image capture of the bank cheques and thereafter to capture the bank cheque information through data entries into the computer system.

References

Thaiaga Raj

Manager (Prudential)

Phone: 012-5126600

Email: thaiagaraj@prupartner.com.my

Norshahiera Idwani

Admin (City Uni)

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