

CURRICULAM VITAE

NAME : DEBANJAN ROY

Objective

My aim is to combine a high degree of professionalism, skill and diligence in my tasks, which would enable me to deliver high quality work thereby achieving positive results, job satisfaction and career growth.

Experience

Total Experience: 2 years and 2 months

I-ENERGIZER (Granada Services Pvt.)- Noida (1yr 2 months) as an associate in COMPUTERSHARE process. (May 2017 - June 2018)

About the process:- Computershare is a financial company incorporated in Australia. It is world largest transfer Agent Company. From employee stock plans to stock transfer services to corporate actions, Computershare services provides complete investor solution.

Roles:- Being as an associate, I was responsible for:

- Collecting shareholders information of different overseas companies.
- Processing shareholders account maintenance as Transfer/Issuance/Sale/Purchase/DTC of shares (US Market) as per the DOP.
- Maintaining 100% quality, production and achieving targets.
- Verification of cases done by user level.
- Handling Employee Stock Purchase Plan for various US companies like Schlumberger Limited, Nike, United Parcel Services, Metlife etc.
- Tax reporting and backup withholding procedures.
- Reviewing of US legal documents like power of attorney, legal opinion, waiver of probate, trust documents, corporate resolution and court order

etc.

- Research of abandoned property and their reporting.
- Drafting various letters like online pin related issues, payment confirmation, asset verification, broker – dealer confirmation, account status and all.
- Dividend order processing, initiate ACH and wire transfer.

METLIFE GOSC : Having Experience in Insurance and Claims Handling
Joined on July 5, 2018 to June 27, 2019.

MetLife, Inc. is the holding corporation for the **Metropolitan Life Insurance Company (MLIC)**, better known as **MetLife**, and its affiliates. MetLife is among the largest global providers of insurance, annuities, and employee benefit programs, with 90 million customers in over 60 countries. The firm was founded on March 24, 1868. MetLife ranked No. 43 in the 2018 Fortune 500 list of the largest United States corporations by total revenue.

On January 6, 1915, MetLife completed the multinational process, changing from a stock life insurance company owned by individuals to a mutual company operating without external shareholders and for the benefit of policyholders. MetLife holds leading market positions in the United States, Japan, Latin America, Asia's Pacific region, Europe, and the Middle East.

Roles:-

- Handling all the dental claims based on their insurance plan.
- Maintaining patients and doctors database.
- Update their file and information as per the requirement.
- Responsible for verifying all necessary information as per SOP.
- Proficient in Preparation of variables calculation, Buffer reports, Sla and Documentation calls.
- Provide training to team members about how to handle bills and how

to process them.

- Resolving errors and making payment to doctors or insured.
- Ensure accurate and timely posting of customer bills.

Qualifications

DEGREE	BOARD	YEAR	PERCENTAGE
W.B.S.E.	WB	2008	91
W.B.C.H.S.E.	WB	2010	68
B.SC.	Uttaranchal Sanskrit University	2013	74
DIPLOMA (1 Yr)in Computer Application	Vision India Foundation, NCT Delhi	2014	75.25

IT Skills:

- Diploma in Computer Application.

PERSONAL DETAILS

FATHER'S NAME : DEBABRATA ROY

DOB: 15TH AUGUST, 1992

LANGUAGE KNOWN: BENGALI, HINDI, ENGLISH

EMAIL ID: roydebanjan613@gmail.com

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- PH NO: 9735533488



DATE:

SIGNATURE
(DEBANJAN ROY)
