

KARTIKEY VERMA

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CAREER OBJECTIVE

Detail- oriented professional with experience in quality review and verification processes, seeking to contribute to an organization by ensuring accuracy, compliance, and high-quality reporting while supporting operational excellence.

PROFESSIONAL EXPERIENCE

WIPRO, Claim Processing Associate

Oct'2024- April'2025

- Processed 120 claims daily, ensuring each was handled accurately and complied with company policies and industry regulations.
- We reviewed and verified claim forms, supporting documents, and medical reports to determine eligibility and appropriate payouts.
- Communicated with policyholders, medical providers, and other stakeholders to clarify claim details and resolve discrepancies.
- Analyze and approve claims for reimbursement, ensuring accurate payment calculations and adherence to coverage limits.
- Identified and flagged fraudulent or suspicious claims for further investigation.
- Trained and mentored junior team members on claim processing procedures and best practices.

DATAFLOW, Final Report Associate

Aug'2025- Present

- Conducted final quality checks on screening reports before client submission.
- Ensured accuracy, completeness, and compliance with DataFlow standards.
- Verified investigation results and supporting documents.
- Identified and corrected discrepancies to maintain report quality.
- Assisted in training new joiners on reporting procedures and compliance standards.

EDUCATION

- **Jaipuria Institute of Management, Indirapuram** **Sep 2022- July 2024**
Master of Business Administration – Banking & Finance
- **S.D. College of Management and Studies, Muzaffarnagar** **Aug 2019- July 2022**
Bachelor of Business Administration

CERTIFICATIONS

- Complete Financial Analyst - UDEMY
- Advanced Excel and Tally - IACT Institute
- Financial Modeling – Corporate Finance Institute

SKILLS

- Financial Statement Analysis
- Risk Management
- Valuation Techniques
- Time Management
- IT skills: - AWS, MS Office (Word, Excel, PowerPoint)

CO-CURRICULAR ACTIVITIES

- Participated in the Street Play Activity “social issue” organized by the Dramatics and Cultural Club held at the Jaipuria Institute of Management on 2nd November 2022.
- Participated in “BEST OUT OF WASTE” organized by the marketing club held at Jaipuria Institute of Management on 15th November 2022.
- Participated in inter-college sports competitions organized by Jaipuria Institute of Management, Indrapuram, Ghaziabad.

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