

Personal details

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Skills

- MS Office
- Fast Learner
- Team player
- Effective communications
- Problem solving
- Willingness to learn
- Adaptability
- Task Prioritization
- Critical Thinking

Languages

- English
- French

Profile

I am a dedicated, organised and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and has a willingness to learn and develop new skills. I am a reliable and dependable person and often seek new responsibilities within a wide range of employment areas.

Education

- Foundation Course** 2022 - 2023
Open University of Mauritius
- Higher School Certificate** 2019
Hindu Girls' College, Curepipe
- School Certificate** 2017
Hindu Girls' College, Curepipe

Employment

- Accounts Assistant** Sep 2024 - Present
C-Care Wellkin & Dentcare
- Bank Reconciliation
 - Payables
 - Accruals and Prepayment
 - Cash Counting
 - Filing and Scanning
 - Provide assistance to the accountant in account closure procedures
 - Petty Cash Reconciliation
 - Debtors
- Assistant Cost Controller** Apr 2024 - Present
Wellkin and Dentcare
- Support everyday responsibilities of the Cost and Stock Controller by:
- Overseeing the management creation and assessment of all CAPEX to ensure effective financial oversight
 - Obtaining approval and readjusting budgets as necessary to maintain financial accuracy.
 - Engaging in analysis of various aspects including packages, profit and loss, Internal Rate of Returns, handling capitalization of assets using Sage Evolutions to streamline asset management.
 - Creating Tracker to enhance the monitoring process for Project and Fixed Assets Operations.
- Claim Assessor** Nov 2023 - Apr 2024
ChargeCare International Company Ltd, Ebene
- Evaluate and enforce claim benefits and limitations.
- Qualify claims and bills for payment
 - Perform data entry of bills based on SOPs.
 - Direct bills to the appropriate internal financial process.
 - Deliver Customer Service.
 - Analysing of claim made by policyholder to establish whether it satisfies policy conditions, request information, follow ups when needed.
 - Handle calls and emails in relations to claims.

Insurance Operations Associate**Jun 2023 - Oct 2023**[Accenture Mauritius, Ebene](#)

- Provide analysis and reporting to maintain general ledger functions
- Administer general claims and underwriting processing
- Support customer service delivery and resolve queries
- Maintain working relationship with departments for processing claims

Processing Officer**Jun 2021 - Jun 2023**[Mauritius Union Assurance, Port Louis](#)

- Perform data entry for new and existing clients
- Verify and process KYC
- Attending queries of salesperson
- Liaise with banks for new business
- Scanning of new business documents
- Processing of Bancassurance applications
- Dispatch of policy documents to salespersons and bank.
- Identified and recommended changes to existing processes and procedures to improve client satisfaction.
- Reviewed exception report to make corrections.

Trainee - Bancassurance and Partnership**Nov 2020 - May 2021**[Mauritius Union Assurance, Port Louis](#)

- Liaise with financial institutions regarding:
- Verification of clients' documents due to KYC.
- Perform data entry on system i.e create life insurance policies.
- Liaise with the Finance department for payment allocation.
- Liaise with the Underwriting department for policy finalisation.
- Dispatch of policy documents as per clients' instruction.

Sales Executive**Feb 2020 - Oct 2020**[Soft Spot, Phoenix](#)

- Customer oriented - deliver good customer service.
- Recording of inventory weekly.
- Planning of shift for each staff.
- Arrangement of transport for each staff.
- Achieving monthly target sales.

Courses

Customer Service**2020**