

KEITH KNAPP

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OBJECTIVE: Looking for the best job opportunity in the field of health Insurance where I can use my talent for growth of company.

KEY SKILLS:

- In-depth knowledge of all health policy related terms and conditions.
- Good ability of planning, managing and budgeting of health policies.
- Great communication, interaction skill and impressive body language.
- Excellent interpersonal, demonstration and explanation skill.
- Ability of cost reduction and containment.

EXPERIENCE:

ABC Insurance Pvt Ltd

Assistant Health Insurance Agent

San Francisco

2011 to Present

- Assisted to senior insurance agent to collect and maintain all health related information of customers.
- Maintain file and record medical information of customers, such as weight, height, major disease etc.
- Handled the responsibility of medical policies and related claims cases.
- Solved all of the doubts and complains about policy details.
- Provided proper information about policy terms and rules to customer and provided guideline every time.
- Handled all responsibility of cash receiving and payments of all health related policy claims.

EDUCATION:

State University of San Francisco

Bachelor of Science in Management

San Francisco

2012

REFERENCES: Available upon request