**Insurance Business Analyst Resume Sample**

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**Career Summary:**

Detail-oriented, highly knowledgeable and experienced Insurance Business Analyst working in the vehicle insurance sector for last 5 years. Astute knowledge about the policy rules and proficient at creating innovative policy plans to attract customers. Strategic thinker with excellent problem-solving abilities and ability to possess healthy relationships with clients.

**Summary of Skills:**

* Comprehensive knowledge about vehicle insurance, and casualty coverage
* In-depth information on compliance, regulatory requirements, and norms followed in the insurance industry
* Ability to engage client in thorough discussions to determine their requirements, and provide effective solutions
* Exceptional knowledge about various insurance policies relevant to automobile, private helicopters, and marine vehicles
* Excellent analytical and critical thinking skills
* Capable of determining risks, and suggesting appropriate measures to increase business based on client needs
* Excellent verbal and written communication skills

**Work Experience:**

Insurance Business Analyst  
VOFOX Solutions, Little Rock, AR   
December 2016 – Present

* Understanding user requirements and creating policies by analyzing needs to get optimum client satisfaction
* Initiating insurance policies for vehicles that serve as a private transport for public commuting to work, to taking outings
* Developing revised insurance cost models leading to improvement in monitoring savings, and reducing expenditure by $14M
* Serving as a liaison for insurance agents, insurance brokers, and local legal professionals for cases involving litigation issues
* Providing training and mentorship to junior analysts by supervising their tasks to convert new customers for taking company's vehicle insurance policy
* Reviewing client's case for redemption of policy amount for accidental cases, and implementing appropriate rules for the same
* Acquiring new clients and growing revenue by conducting meeting with prospective clients and overseeing promotional strategies

Junior Insurance Business Analyst  
Liberty Mutual Services, Little Rock, AR   
April 2014 – November 2016

* Maintained updated database of clients, informed monthly, quarterly, half-yearly, or annual premium, and avoided policy lapse
* Coordinated with the team to understand business needs and processes from end users' perspective and proposed policy changes for non-gear vehicles
* Worked as a liaison between the insurance agents and policy holders to ensure availability, and effectiveness of the services provided
* Performed periodic analysis, supported the team for policy ratings, and implementation of issuance system to maintain proper work-flow
* Provided analysis on clients' needs, newly initiated policy specifications, and detailed logic flows for implementation increasing company revenue by 43%
* Initiated policy contracts for public transport vehicles by providing different coverage options and added $110.5M by expanding business
* Verified client claims for accidental damages to vehicles, and processed the amount redemption from policy post formalities

Insurance Business Analyst (part-time)  
Monro Incorporation, Little Rock, AR  
August 2012 – March 2014

* Worked with underwriting team for developing policies as per client requirements, and proposed various packages
* Performed detailed analysis to better understand key business drivers, and created authentic reports for the senior management
* Assisted the team with the documenting and proofing of revised norms, policy brochures, policyholder letters, and company endorsements
* Coordinated with other colleagues to visit accidental spots or client homes to inspect their insurance claims for respective vehicles
* Performed various administrative duties and answered client calls by giving detailed information about the available policies as per the owner's vehicle, and needs
* Collected forms for insurance policy maturity requests, and assessed submitted documents for accuracy, and correctness
* Served as a liaison for the sales department, and assisted in promoting different vehicle insurance policies, and increased client-base by 500

**Education:**

* Master's Degree in Financial Accounting  
  Arkansas State University, Jonesboro, AR   
  2012
* Bachelor's Degree in Business Administration  
  Arkansas State University, Jonesboro, AR   
  2010

**Reference:**

On request.