CHATCHAPONG SATIPHA

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PROFESSIONAL SUMMARY

Detail-oriented insurance professional with 1 year of hands-on experience in managing insurance registers, coordinating claims, and handling treaty documentation in the non-life insurance sector. Proficient in preparing comprehensive reports to verify premiums and commissions. Demonstrated ability to work closely with claims departments to ensure accurate loss records and timely submission of reinsurance statements. Skilled in compiling treaty summaries, maintaining premium records, and ensuring compliance with reinsurance agreements. Adept at utilizing Excel templates for precise reporting and supporting various administrative tasks as needed.

CORE COMPETENCIES

- Insurance Register Management
- Claims Coordination
- Treaty Documentation and Review
- Premium and Commission Verification
- Reinsurance Statement Preparation

- Excel Proficiency for Reporting
- Data Organization and Analysis
- Attention to Detail
- Cross-Department Collaboration
- Time Management and Task Prioritization

EDUCATION

BACHELOR OF APPLIED SCIENCE – BUSINESS STATISTICS AND INSURANCE   2020-2023
King Mongkus's university of Technology North Bangkok / GPAX 2.73

RELEVANT EXPERIENCE

CAPSTONE PROJECT

Capstone Project:
- Conducted a research project on "Allocation of Loss Reserving Using Machine Learning Techniques."

Achievements:
- Received a gold medal in the Science Exhibition Day 2024 research competition.
- Attended the 1st National Conference on Statistics, Data Science, and Insurance and presented research.

Current Endeavors:
- I am preparing to submit the research project titled "The Application of Machine Learning to Loss Reserving for Non-Life Insurance" for participation in the 12th Undergraduate Applied Mathematics Conference (UAMC). I have been listed to compete in this event scheduled for April 28, 2024.

RELEVANT SKILLS

Language : Thai (Native) / ENGLISH (Fair)

Software : Microsoft Office Suite: Word and PowerPoint /Microsoft Excel (IF,SUMIF,XLOOKUP,FILTER) / Python (Pandas, NumPy, Matplotlib, Scikit-learn) / Machine Learning: Regression Models (Beginning)

CERTIFICATE

October 2024 - November 2024
Institution	Thai General Insurance Association
Program	Prevention and suppression of money laundering, as well as prevention and suppression of terrorist financing and the proliferation of weapons of mass destruction in financial institutions—specifically, general insurance companies

March 2, 2024 - March 3, 2024
Institution	Government Big data Institute
Program	Machine Learning with Python

WORK EXPERIENCE

Siam Smile Insurance Public Company Limited (2 May 2024 –Present):

Job Position: Reinsurance and Reporting Officer
Details:

Core Responsibilities

Manage multiple Reinsurance Treaties across the company's insurance portfolio, covering both Proportional (Quota Share & Surplus Share) and Non-Proportional (Excess of Loss – XOL) structures.

Prepare and finalize Statement of Account (SOA) by reconciling premiums, commissions, reinstatement premiums, and recoveries in accordance with treaty terms.

Develop and maintain Premium & Claims Registers to ensure financial data accuracy prior to monthly/quarterly closing with the Accounting Department.

Coordinate with the Claims Department to collect and verify claim information for Loss Advice and Settlement Advice, ensuring timely recovery from reinsurers.

Prepare Treaty Summary Documents including allocation of Retention, First Surplus, Quota Share, and Facultative premium distribution.

Provide renewal information to brokers and reinsurers, including premium history, claims records, loss ratio analysis, XOL cost evaluation, catastrophe exposure, and Top Loss statistics.

Support the TFRS 17 implementation project by preparing datasets utilized for calculating LRC (Liability for Remaining Coverage) and LIC (Liability for Incurred Claims).

Perform additional analytical, reporting, and treaty-related tasks assigned by management.

Technical Competencies

- Reinsurance Treaty Management & Accounting

- Quota Share / Surplus / Long-Term QS / XOL

- SOA, Loss Advice, Claims Recovery Reporting

- Advanced Excel (PivotTables, VLOOKUP, INDEX-MATCH, Conditional Logic, Power Query – if applicable)

- Financial Data Validation & Reconciliation

- Reinsurance Renewal Data Analysis & Portfolio Statistics

- TFRS 17 Data Support for LRC / LIC Models

Portfolio Exposure

- Personal Accident

- Fire & Long-Term Residential Property

- Multi-Layer XOL Program — 5 Layers

Key Achievements

Improved SOA efficiency and accuracy through enhanced Excel data-mapping and automation, shortening turnaround time for treaty settlement.

Strengthened reliability of Claims & Loss Register by implementing cross-validation with claims and accounting systems.

Consistently recognized by management for attention to detail, analytical skill, and reliability in handling high-sensitivity treaty financial data.