

# KHUSHI SOWARUTH

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## PROFILE

Detail-oriented and motivated Software Engineering student with practical experience in administrative operations and medical insurance underwriting. Recognized for strong performance and promoted from intern to full-time role. Skilled in data handling, client communication, and digital tools, with a proven ability to learn quickly, manage tasks efficiently, and deliver accurate results in professional environments.

## EXPERIENCE

### Underwriting & Administrative Associate (Intern → Full-Time)

- Promoted based on performance, reliability, and ability to manage responsibilities effectively
- Supported a medical insurance underwriting team in assessing high-risk companies
- Contributed to underwriting evaluations and decision-making processes
- Managed professional client communication, including emails and documentation
- Coordinated internally with teams to ensure smooth client-related processes
- Performed accurate data entry, documentation, and record management
- Maintained strict confidentiality and adherence to company procedures

## EDUCATION

Software Engineering (Current Student)  
Higher School Certificate (Science Stream)

## SKILLS

### Communication & Languages

English, French, Mauritian Creole, Hindi (Fluent)  
Strong written and verbal communication

### Technical Skills

Microsoft Word, PowerPoint, Email  
Data entry and fast typing  
File management and documentation  
Basic Python  
Basic SQL

### Professional Strengths

Detail-oriented and highly organized  
Reliable and punctual  
Performs well under pressure  
Strong sense of confidentiality and professionalism

## ADDITIONAL EXPERIENCE

### Content Creator (Bookstagram)

- Create engaging book-related content, captions, and reviews

- Maintain consistent audience interaction and engagement
- Develop creative digital content strategies