**CURRICULUM VIATE**

**Vedprakash Dubey**

Mob no: 8692088152

Email Id: vedprakashrdubey@gmail.com

**CAREER OBJECTIVES:**

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* To see myself at the responsible and respected position by using my Skills.
* A highly self-motivated and enthusiastic person to work with passion for truth and justice looking forward to hold a Challenging Opportunity.

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**EXPERIENCE:**

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**Accenture Solution Pvt Ltd. (9 Sep 2014 To till date)**

* **Current Deal: Prudential (July 2019 To till date)**
* **Designation: Transaction Processing Associate**
* **Job Description:**
* Onboard the group in client system, enroll the member and generate the bill and create the claim for same.

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**EXTRA ACTIVITIES: BCBS**

* Assigning tasks to associate.
* Training new hire batch
* Generate EOD and audit reports
* Support team member to resolve queries.
* Helping team in handling aged and escalated work items
* Colleting queries from teams and reporting to Client.
* Taking training via call through client.
* **Previous Deal: HCSC**
* **Designation: Transaction Processing New Associate (Sep 2014 –**

**June 2019)**

* **Job Description:**
* Perform enrollment of the applications submitted by the US customers.
* To key the applicant data correctly into the client system.
* Assist the team mates whenever a new project is to be completed.
* Maintenance of the existing customers by resolving their issues regarding payment issue, cancelling of the policy, adding new ones to the existing policy etc.
* Providing Primary Care Physician.
* Solving members query directly through HICS.
* Consistently achieved the performance and productivity with Quality.
* **Achievement within HCSC**
* 2 ideas were approved out of which 1 is implemented.
* Received Star Business Award for Q2 2019.
* Recognized as Top performer for the month of December, July and November.
* In Feb got nominated and then selected as internal Quality Auditor for the process.
* **Business Certification**
* Health Academy Certified

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**ACADEMIC PROFILE:**

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School/ College | Degree | University/ Board | Percentage | Year |
| SPDTCollege | T.Y BBI | Mumbai Board | 65.57% | 2013-2014 |
| Bagarka College | H.S.C | Mumbai Board | 46.83% | 2010-2011 |
| Our Lady Of Good Health High Schooll | SSC | Mumbai Board | 56.76% | 2008-2009 |

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**TECHNICAL KNOWLEDGE:**

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* Microsoft {Word, Power Point, Excel, Internet}
* English Typing Speed 30 W.P.M
* Passed tally 9.0

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**PERSONAL STRENGTHS**

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* Confident and Hardworking with an ability to take up New Challenges
* Comprehensive Problem-solving Abilities
* Willing to learn and contribute to the growth of organization.

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**PERSONAL DETAILS:**

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Date of Birth : 12th May 1994

Gender : Male

Marital Status : Married

Nationality : Indian

Address : Room no F/20 Sai Krupa Chawl Sunder

Nagar Tunga Village Saki Vihar Road

Powai Mumbai 400072.

Languages known : English, Hindi and Marathi

Personal Interest & Hobbies : Playing Cricket, Carton and Chess.

I Hereby Declare That Above Information Provided By Me Is True And Correct To My

Knowledge And Believe.

Place: Mumbai

Date:

(VEDPRAKASH DUBEY)