

CURRICULAM **VITAE**

Sanketh K.S

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Profile:

A B.Com Graduate with good academic records, a hard working team player with good communication skill. Being a keen learner and having a flair for accounting knowledge, I seek a career in an environment where I can enhance my knowledge and enjoy a position with challenge and responsibility and to put every effort to achieve the organizational goals and to be an asset to the organization, enabling mutual growth.

Work Experience:

1. Claims Analyst in United Health Group from 30th November 2018 to 31st July 2020.

Roles and responsibilities:

- ✓ Being the final point of contact for the customer disputes settlement, dealing with the legal teams of the insurance claimants with thorough checks for denials and cross reference with SMEs on our response.
- ✓ Dispute settlement with claimant regarding final payments and exclusions of claim.
- ✓ Verifying the additional documents required for disputed claim settlement.
- ✓ Adhering to all confidentiality requirements with customer data and claim details.
- ✓ Managing all claims within TAT of 24 hours.

2. Audit and Accounts Executive in Divakara and Associates, CA Firm from March 2018 to November 2018.

Roles and responsibilities:

- ✓ Performed Stock Audit for Government Entity (MSIL)
- ✓ Sample selections for Auditing and verification of supporting documents provided by clients.
- ✓ Preparing working papers, reports and supporting documentations for audit findings.
- ✓ Providing additional assistance in performing audit of Financial Statement of clients as per Auditor requirement.
- ✓ Handled end-to-end accounting and audit of small firms and prepared all the necessary documentation for audit approval.
- ✓ Computation of monthly GST liabilities of clients and filing GSTR 3B and GSTR 1 on their Behalf.
- ✓ Performing Bank Reconciliation for clients and providing correctional actions/suggestions on the findings .
- ✓ Providing Book keeping services for clients like individuals and Partnership firms as per their Request.

Academic Qualification:

Course	Institute	University/Board	Year of passing	Percentage
B. COM	Seshadripuram Main Degree College	Bangalore University	2017	69%
PUC	Carmel Pre – University College	Department of Pre University Board	2014	80%
SSLC	Florence High School	Karnataka Board	2012	76%

Beyond curriculum:

- ✓ Participated in various cricket tournaments.
- ✓ Conducted many team building and fun activities in the office.

IT skills:

- ✓ Well versed with MS Office, Tally & Windows based operating systems.

Other notable achievements :

- ✓ Part of Quality controls team and provided various suggestions in process flow and checks in place to reduce the errors.

Personal Profile:

Date of Birth : 4th December 1996
Gender : Male
Marital Status : Single
Language Proficiency : English
Nationality : Indian

Place : Bangalore

Date :

(Sanketh K.S)