** Shrikant Suresh Avhad**

**Date of Birth : 15-September-1993**

**Nationality : Indian**

**Location : Flat No. 403 A Wing Krishna Bldg. Kailash Nagar, Badlapur West - 421503**

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# PROFILE

* I am is an accomplished Senior Associate with 4.5 years of experience in Accenture. Medical claims processors manage insurance claims in medical offices where they are responsible for determining the validity of a claim. Which involve collecting the information needed to construct an invoice, creating invoices, and issuing them.

# OBJECTIVE

* To be able to work in an organization to extend my knowledge and capabilities as well as offer my good services. Professionally assist the organization in achieving their long term goals with upgrading my knowledge and enhancing skills.

# EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Examination | University / Institution | Percentage Obtained |
| 2014 | BAF (Bachelor of Accounting and Finance) | University of Mumbai | 72.33% |
| 2011 | H.S.C | University of Mumbai | 58.00% |
| 2009 | S.S.C | Maharashtra State Board, Mumbai | 73.66% |

# LANGUAGES

**English** – Excellent reading, writing and speaking

**Hindi** – Excellent reading, writing and speaking

**Marathi** – Excellent reading, writing and speaking

# SPECIALIZED SKILLS

* Advance Excel, MS Office and MS PowerPoint.
* Multi-tasking abilities with proficiency in organizing and managing different tasks.
* Expert knowledge of handling administration and paperwork.
* Quick Learner along with Good Team Player.
* Handles responsibilities efficiently.
* Always ready for flexible approach and Ability of recruiting, training and supervising staff.

# PROFESSIONAL EXPERIENCE

* **Job Profile and responsibilities:- Accenture Solutions Pvt. Ltd. (Sept 2014 – Feb 2019)**
* **Retail Marketing Operation Process (Sep 2014 to Sep 2016)**
* Perform data entry and research in various systems and tracking tools. Apply knowledge of processes and related systems to assist in identifying, assessing and resolving issues/problems.
* **Group Claims Process ( Sep 2016 to April 2018)**
* Worked for HCSC which is a largest Health Insurance Company in USA
* Transaction processing of Medical Claims
* Co-coordinating with other Health Care Providers (Commercial, Medicare & Medicaid)
* Co-coordinating with clients on process improvements and claims
* Analyzing member and provider benefits & finalizing claims.
* Providing floor support to the team
* Implementing new ideas on how to improve the quality, production and save time
* Working on different process as per client requirement
* Resolving process related query and share updates with team.
* **Maintenance Process (April 2018 to Feb 2019)**
* Identifies data processing errors and corrects them where possible.
* Escalates irresolvable errors and issues to Team Lead
* Creates, reviews and maintains client specific data documentation
* Participates in continuous improvement projects as necessary
* Reports to DC Managers and USA Client.
* Identifying defects and noting same in system.
* Meeting established cycle times and production standards with high quality.
* Account payable, invoice processing, performance appraisal.
* **Job Profile and responsibilities:- Sterling Information Resources Pvt. Ltd. (April 2019 – August 2019)**
* We take care of Criminal background check and Employment, Education background check.
* Criminal record background checks available. Depending on the complexity of the screening, the cost for such a check can range from under $50 to several hundreds of dollars.
* Employers requesting an employment background screening on an applicant will request a seven year history, although some states allow reporting information of up to 10 years.
* We are check background check for employment may show identity verification, employment verification, credit history, driver's history, criminal records, education confirmation, and more.
* **Achievement**
* **STAR PERFORMANCE** and **STAR OF BUSINESS AWARD** of the year 2014,2015,2016,2017, 2018 and 2019.
* **Declaration**
* I hereby declare that the above statement are true and complete to the best of my knowledge in the event any information is found to be incorrect I understand my candidature/ appointment will be terminated without notice. Contact details of reference will be provided on request.

**Place: Mumbai, India** **Shrikant Suresh Avhad**