



Shrikant Suresh Avhad

Date of Birth: - 15th Sept 1993

Nationality: - Indian

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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: - Good Speaking, Writing and Listening

Hindi: - Good Speaking, Writing and Listening

Marathi: - Good Speaking, Writing and Listening

❖ **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) – SME (Subject Matter Expert)**

- **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) – Senior Associate**

- 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.

➤ **Job Profile and Responsibilities: - Runwal Residency Pvt. Ltd.** **(Nov 2019 – Till Date) – MIS-Executive**

- Agreement to be prepared on daily basis for the registration and maintain daily agreement Counts.
- Client data entered in the SAP application and run the report from the SAP on daily basis.
- Maintain Sales inventory and doing hold & sold the flat in that inventory.
- End of the day prepared the sold report for how much sold or hold for the day.
- Prepared the revenue report how much revenue for the day and month.
- Prepared TL Wise sold and revenue report for the day and month.
- Send the client booking form and cheque to another department for the clearance.
- Prepared the dashboard for how many clients site visit and revisit.
- Maintain the master data properly and circulate the team member for the check.
- Prepared the sales report for the day, Month and Year and directly send to the H.O.

❖ **Achievement**

- **STAR PERFORMANCE** and **STAR OF BUSINESS AWARD** of the year 2014,2015,2016,2017, 2018.

❖ **Declaration**

- I hereby declare that the above statement is 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

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