 **SAINATH**

 **Mobile: C/o 0502360357** E-Mail: sainath.378880@2freemail.com

**To work in a dynamic environment that constantly throws up challenges and at the same time leaves room for creativity and innovation. I believe that I will realize my true potential in such an environment.**

**Educational Qualification**

|  |  |  |
| --- | --- | --- |
| **EXAMINATION** | **NAME OF BOARD/UNIVERSITY** | **Year of passing** |
| B.com. | VPM RZ shah college Mumbai University | April 2014 |
| H.S.C | Vani Vidaylay College. Maharashtra Board | February 2011 |
| S.S.C. | Indian Educational Society,Mumbai | March 2009 |

**Additional Qualification / Achievements**

* **Achieved the star performer of the award in the probation period in Serco global service**

 **Work Exposure**

Wipro (Sr.Associate)

24thNovember 2016 – January 2018

**Major Responsibilities included**

* Maintaining data of Doctors experience and expertise into system available to Insurance companies
* Ensure proper communication to handle insurance claims
* Report to be generated in citrix software
* Enter all data into computer system for further reference

Intelenet global service (Healthcare process)

22nd September 2015 – 20th November 2016

**Major Responsibilities included**

* knowledge of medical insurance claims procedure and documents
* Responsible for new customer acquisition and customer retention
* Citrix reports that to be supplied all of the top US healthcare centres

 **Work Exposure**

First Source- Customer service executive

 (Axis bank process – Credit card process)

January 2015 – 20th September 2015

**Major Responsibilities included**

* Opening of accounts
* Reconciliation of office accounts
* Ensuring timely resolution of customer queries

**TECHNICAL EXPERIENCE SUMMERY**

|  |  |
| --- | --- |
| **Group** | **Software Tools/Technologies** |
| IT | Microsoft office tools* Word
* Excel
* PowerPoint
 |
| IT-OS | Windows\* |
| IT –Health sector | Citrix |

**Behavioural Skills:**

* Flexible and adaptable.
* Innovative and Analytical.
* Good in Man Management.
* Hard working and dedicated towards work.
* Good at communication emails and interacting with people at various level

 **PERSONAL VITAE**

Date of Birth : 19th April 1994

Marital Status : Single

Languages Known : English, Hindi, Marathi

Date:

 (Sainath)