

Vaibhav Bhosale
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Professional Summary

Results-driven Project Management Officer with over 5 years of experience in managing large-scale projects, risk control, financial operations, and process optimization. Adept at leading cross-functional teams, driving process improvements, and aligning project deliverables with organizational goals. Demonstrates proficiency in resource planning, project lifecycle management, and stakeholder engagement to deliver strategic outcomes. Currently pursuing a

Post Graduate Diploma in Management with a specialization in Finance Management. Recognized for implementing project management best practices, ensuring regulatory compliance, and consistently achieving operational excellence.

Core Competencies and Skills

- Project Planning & Execution: Skilled in managing projects from initiation to closure, ensuring timely delivery within budget and scope.
- Program Governance: Expertise in establishing governance frameworks to ensure compliance with organizational policies.
- Process Improvement: Proven track record of streamlining workflows and implementing automation for increased efficiency.
- Risk Management: Strong ability to identify, analyze, and mitigate project risks to minimize disruptions.
- Stakeholder Engagement: Effective communicator adept at building relationships with internal and external stakeholders.
- Change Management: Experienced in leading organizational change initiatives and ensuring smooth transitions.
- Budgeting & Financial Oversight: Proficient in preparing project budgets and monitoring expenditures for cost optimization.
- Tools Proficiency: Advanced knowledge of project management tools such as MS Project, Trello, Asana, JIRA, and ERP systems.

Professional Experience

IKS

August 2025-Present

Supported planning and execution of healthcare projects, tracking timelines, milestones, and deliverables.

Maintained PMO documentation including status reports, RAID logs, and SOPs.

Monitored project risks, resource utilization, and compliance with governance standards.

Assisted in stakeholder coordination and project performance reporting for leadership.

GeBBS Healthcare Solutions

Senior AR Facilities (PMO)

August 2024 – July 2025

- Led the implementation of process automation tools, reducing payment cycle times by 10%.
- Collaborated with stakeholders to streamline project workflows and optimize team performance.
- Developed detailed project status reports and dashboards for leadership review.

AdvantEdge Healthcare Solutions

Accounts Receivable Analyst (Process Improvement Specialist)

August 2022 – January 2024

- Spearheaded process enhancement initiatives, reducing claim denial rates by 15%.
- Worked closely with project teams to ensure alignment with financial objectives and timelines.

I-Process Services (India) Pvt. Ltd.

Consultant – Risk Control Officer

March 2022 – July 2022

- Conducted enterprise-wide risk assessments to enhance project compliance and minimize risks.
- Designed and implemented risk mitigation strategies, improving operational stability.

Artha Mandir Nidhi Ltd.

Loan Officer (Project Coordinator)

August 2020 – January 2022

- Managed loan processing projects, ensuring timely disbursement and adherence to policies.
- Optimized the loan application review process, reducing turnaround times by 20%.

Calibehr Business Support Services Pvt. Ltd.

Senior Executive – Back Office Operations (PMO Associate)

April 2018 – December 2019

- Directed back-office projects, achieving a 12% efficiency improvement through process enhancements.
- Coordinated with cross-functional teams to ensure timely completion of operational deliverables.

Education

Post Graduate Diploma in Management (Finance Management)

Welingkar Institute of Management, 2022 – 2024)

Bachelor of Commerce (Finance)

Yashwantrao Chavan College, 2015 – 2018

Certifications

- MS-CIT – Proficient in Microsoft Office tools
- Tally ERP 9 – Certified in accounting and financial reporting
- Healthcare Billing and Coding – Specialized training in medical billing software

Computer and Technical Skills

- Project Management Tools: Microsoft Project, Trello, Asana, JIRA
- Financial Tools: Tally ERP 9, MS Excel (Advanced), SAP (Basics)
- Healthcare Software: AR and Revenue Cycle Management Systems, Claims Processing Tools
- General Skills: MS Office Suite (Word, Excel, PowerPoint, Outlook), Email Management Systems