

MAHEE UPADHYAYA

CONTACT

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Katy, TX, USA

EXPERIENCE

Unified Resources Inc. (URI), Houston, TX, USA

JUNE 2024 - PRESENT

Rebate Processor Claim Analyst

- Evaluated claims by assessing the documentation ensuring accuracy and compliance with company policies.
- Entered rebate information into the system accurately maintaining high data integrity.
- Communicated across various management teams to overcome discrepancies in claims and identify trends.

EDUCATION

1st and 2nd (1st term) Pre-University Miranda Composite Deeksha PU College - Bangalore, Karnataka, India - 2022-24

- GPA 3.4/4
- Ranked thrice among top 10 in business studies, Economics, accounting, and computer science
- Fluently trilingual in English, Hindi, and Gujarati

Obra D. Tompkins high school - Katy, Texas, USA 2024 - Present

VOLUNTEER EXPERIENCE

- Participated and assisted in a local Community service project to clean up a park.
- Participated in a team-based fundraising event where we successfully cooked on a budget and generated a significant profit by operating cash registers and handling transactions.
- Engaged in environmental conservation efforts such as planting trees, recycling, and awareness campaigns.

LANGUAGES

Fluent in English, Hindi and Gujarati

SKILLS

Leadership and Teamwork

Critical Thinking

Time management

Communication

Accounting software

Computer literacy

ACHIEVEMENTS

- Awarded certificate of excellence in Microsoft Excel (2023)
- 1st Place in various class challenges for Food, Accounting, Economics, and Arts (2023)
- Ranked among the top 10 students in Business Studies, Accounting 1, Economics, and computer science (2022 and 2023)
- Times of India Honoree for National Aptitude Challenge (2018)
- Tally essentially certified (Quick books equivalent)(2023)