

# PRIYANKA SAYARI

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## Skills

**Technical Skills:** Advanced Excel, MS Office, Tally ERP9

**Soft Skills:** Team Player, Problem-Solving, Teamwork, HR Analysis

## Work Experience

**SS Baldawa Neurosciences & Women's Care Hospital, Solapur.**

**Feb 2020 – Oct 2022**

*Billing Department*

*Solapur, India*

- **Updated patient bills and discharge bills**, ensuring accuracy and efficiency in billing procedures.
- Processed **OPD & IPD receipts, birth, and death certificates** from discharge summaries, and managed **cashless files**, contributing to smooth billing operations.
- Coordinated **USG sonography** results from online sources and handled **accounting** tasks, enhancing overall billing and administrative efficiency.
- **Updated Employee data in Excel, Payment**, and employee resume collecting and scheduling interviews.

## Internship

**Outpace Consulting Services Pvt Ltd.**

**26 Aug 24 – Present**

*Human Resources Intern*

*Solapur, India*

- **Connect with candidates** to understand their career aspirations and match them with suitable job opportunities.
- **Analyze candidate profiles**, evaluating qualifications, experience, and skills to ensure a good fit for both clients and candidates.

**Shri Mahaveer Urban Co-operative Bank, Solapur.**

**4 Aug 23 – 16 Sep 23**

*Account Management and Documentation*

*Solapur, India*

- **Processed new accounts**, including **KYC (Know Your Customer)** procedures and **documentation**.
- **Verified and analyzed documents**, ensuring accuracy and compliance with regulatory standards.
- **Facilitate the recruitment process**, from initial screening to final placement, ensuring a smooth and efficient hiring experience.

## Personal Projects

**Shri Mahaveer Urban Co-operative Bank, Solapur.**

**Study on Working Capital / Financial Analysis and Operational Efficiency**

**Aug 23 - Sep 23**

- **Conducted a detailed study** on working capital using financial statements to analyze the ratio of **current assets** versus **current liabilities**, leading to enhanced insights into the **overall operational efficiency** and **performance** of Shri Mahaveer Urban Co-operative Bank Ltd.
- **Improved analysis** of financial metrics, which contributed to better understanding and management of **working capital** and **operational performance**.

## Education

**Solapur University**

**2022 – 2024**

*Master of Business Administration in Finance & HR*

*Solapur, Maharashtra*