

CURRICULUM VITAE

SHREERAJ SHINDE

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Objective

With my past working experience, I am looking forward for a challenging career opportunity where my related experiences can be utilized, applied and be part of progressive and highly dynamic organization and be able to share my skills and abilities in promoting excellence and quality service with said company. Kindly review my background.

Academic Qualification & Other Certificates:

- T.Y.Bcom Passed from MUTHA COLLEGE from Mumbai University.
- HSC Passed from BIRLA COLLEGE from Mumbai University.
- SSC Passed from SUBHEDAR WADA J.E.I High School from Mumbai University.
- The Fundamentals Of Digital Marketing Online Course by Google Digital Unlocked.
- The Accounting Fundamentals Online Course by CFI.
- Reading Of Financial Statements Online Course by CFI.
- GST Knowledge Certificate Online Course by LLDIMS.

IT's Qualification:

- Proficient in MS - Office Tools.
- Typing Speed 30 W.P.M.
- Excel Crash Course From Corporate Finance Institute.

Professional Experience:

1. GeBBS Healthcare Solutions

Designation: CB ANALYST (JUNE 2015 to AUGUST 2018)

- Health Care Management Services (Hospital Billing).
- Auditing Accounts and Denial Management, Co-ordination with Clients.
- Update Insurance, Change Insurance, Re-Bill, Resolving Credit Balance, Plan Correction.
- Worked Beyond Boundaries to Achieve the Set Goals.

2. Wisecor Services Private Limited

Designation: ACCOUNTS EXECUTIVE (MARCH 2019 to MARCH 2020)

- GST Reconciliation, (2A, working in clear tax, super tax) TDS Payment Quarter Wise.
- Fetching the Data, Link the Invoices Finding the Mismatch.
- Co-ordination with Clients through Mails and Calls, Collection.
- Preparing Progress Report (F.Y 17-18, 18-19), Excel Work to Reconcile Data.

3. Terminix SIS India Pvt. Ltd

Designation: MIS EXECUTIVE (DECEMBER 2020 to TILL DATE)

- Actual Billing versus Contracted Billing.
- Revenue: 100% of Revenue Closure in ERP.
- Nil Stock Variance.
- Collections: DSO as per ABP Target (Average DSO).
- 100% Service Allocation and Execution through QR Code.
- Technician Joining Variance (Actual VS System), Manual Wage Nil.
- Generating Invoices, Compliance and Account Statements.
- Invoice Submission Acknowledgement in ERP.
- Imprest (Cash) Handling for Branch.
- Ensuring Client co-ordination, timely bills submission, follow-ups for Payments on a regular basis.

Personal Attributes:

- Ability to quickly learn and implement learned knowledge in desired applications.
- Adaptability to change.
- To be an effective team player and work under severe time constraints.
- Positive attitude towards work.
- Willingness to accept responsibilities and challenges.
- Self- Motivated to ensure positive results.
- I believe in responsibility & commitment, very hardworking & dedicated towards my work. I appreciate working in an environment where teamwork is encouraged.
- Always open to learn new things.

Personal Details:

Date of Birth : 07/01/1993

Nationality : Indian

Hobbies : Listening Music, Watching Movies, Reading books, Cricket, Drama, Travelling

Marital Status : Single

Languages Known: English, Hindi and Marathi.

I hereby declare that the above given details are true and correct to the best of my knowledge and belief.

SHREERAJ SHINDE

