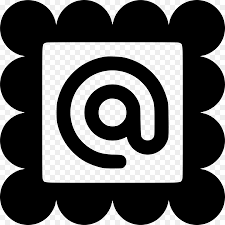
VAIBHAV **PARMAR**

 PLOT NO-356/2, SECTOR- 3 B, Gandhinagar, 382003

 [vaibhav.pgksv@gmail.com](mailto:vaibhav.pgksv@gmail.com)  8866311326

 PROFESSIONAL**SUMMARY**

* Adept at providing leadership to installers and communicate with customers and co-workers on all levels.
* Experienced human resources professional seeking an opportunity to advance my career within a growing, employee-focused organization.

## Employment **History**

Pramukh Insurance Back Office Executive Gandhinagar **May-2014 to Feb-2016**

* Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions.
* Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
* Complete and mail bills, contracts, policies, invoices, or checks.
* Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.

Advantmed India LLP, Process Associate, Gandhinagar, **Sept-2017 to April-2018**

* Review records for completeness, accuracy, and compliance with regulations.
* Retrieve patient medical records for physicians, technicians, or other medical personnel.
* Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer.

Jiya Computer Service, System Manager,

Gandhinagar, **March-2018 to March-2020**

* Converse with customers to determine details of equipment problems.
* Reinstall software programs or adjust settings on existing software to fix machine malfunctions.
* Test new systems to ensure that they are in working order.
* Update existing equipment, performing tasks such as installing updated circuit boards or additional memory.
* Complete repair bills, shop records, time cards, or expense reports.
* Manage project execution to ensure adherence to budget, schedule, and scope.
* Lead a team 10 numbers of workers and candidate hiring process.

Gujarat Insurance Fund, Back Office Admin, Gandhinagar, **Oct-2020 to Currently Working**

* Examine claims forms and other records to determine insurance coverage.
* Review police reports, medical treatment records, medical bills, or physical property damage to determine the extent of liability.
* Negotiate claim settlements and recommend when settlement cannot be negotiated.
* Analyze information gathered by investigation, and report findings and recommendations.
* Communicate with former associates to verify employment record and to obtain background information regarding persons or businesses applying for credit.

# EDUCATION

S.K.PATEL INSTITUTE, GANDHINAGAR, **Post Graduate Computer Application, Computer Science, April-2014**

S.K.PATEL INSTITUTE, GANDHINAGAR, **Bachelor Of Computer Application, Computer Science, May-2012**

# SKILLS

Team Lead **Experienced**

Management **Experienced**

Admin **Skillful**

Support **Experienced**

**Date**

**Place** Gandhinagar