

Sunil Keswani

17th September 1994

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WORK EXPERIENCE

IOTRON Support Specialist at Nextgen Clearing

15th March 2021 To Present

Ahmedabad,

India Roles:

- Creation/Amendment of roaming agreements as per the client requirements
- Responsible for the final settlement of the Roaming agreements for our clients.
- Preparing reports for the management containing number of active agreements for each month and submit to the upper management for the necessary actions.
- Answer the clients queries on the agreements and assist them to find the solution for the same.

Accountant at HJ Hospitals SARL

6th Feb 2019 to 6th Feb 2020

Kinshasa,

Congo Roles:

- Single handedly managing end to end financial reporting and cash for the Lubumbashi Center
- Tracking billing and other central reports for higher management
- Managing the medical inventory supplies and if required procuring essential for the center
- Managing the financial books and creditors to improve the cash flows and reducing the risk
- Responsible for OPD and IPD Billing for HJ Clinique Limited at Kinshasa

Training Coordinator at NIIT LTD

27th May 2017 to 14th Dec 2018

Gurugram,

Haryana Roles:

- Handling the trainings conducted for BP delegates globally
- Booking the trainings for BP Delegates (Group and Individual)
- Helping and guiding other team members in achieving their and team targets successfully

ACADEMIC

Details	Institute/ Board	Year	Percentile s
B.Com (Honors)	Commerce College, Jaipur, University of Rajasthan	2016	52%
Class XII	Delhi Public School (CBSE Board)	2013	73%
Class X	Delhi Public School (CBSE Board)	2011	5.4 CGPA

COMPUTER SKILLS:

- Basic Knowledge of **Microsoft Word, Power Point** and **MS Excel**
- Successfully completed **Advanced course of Tally ERP 9**

EXTRA CURRICULAR ACTIVITIES:

- Active member of the Cricket Academy at Delhi Public School
- Member of co-ordination Committee in the School Fest
- Active member in the annual functions

ADDITIONAL INFORMATION:

- Hobbies and Interest - Playing cricket, listening to music and social networking
- Strengths- Honest, *Quick Learner* and Team player

DECLARATION:

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

(Sunil Keswani)