

Maitri patel

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Education

Bcom Lokmanya commerce college, Ahmedabad	Jun 2015 – May 2018
Post graduation in HR GLS – NRIBM, Ahmedabad	May 2018 – Apr 2019

Employment

Telecaller personal loans Finwizz loans india, Ahmedabad	Apr 2017 – Dec 2017	<ul style="list-style-type: none">1. responsible for handling sales over the phone entirely.2. responsible for solving questions in regard to the product or service provided by the company.3. collecting desired information from the clients and maintain healthy relations with them.4. Meeting targets given and helping team mates to achieve targets
Team specialist Medusind, Ahmedabad	Feb 2018 – May 2021	<ul style="list-style-type: none">1. Good understanding of dental billing application rating process, billing process, product knowledge, invoice formatting, email information and strong understanding of telecommunication processes.2. Maintaining regular records and excel files and MS office3. Calling and confirm the billing with international clients4. Helping team to achieve day to day and monthly target5. meetings with clear objectives, solutions-oriented, problem solving, and actionable next steps while the Team Lead may also facilitate collaborative time.
Recruiter IMS people possible, Ahmedabad	May 2022 – Dec 2022	<ul style="list-style-type: none">1. Finding qualified candidates, maintaining a positive candidate experience and ensuring compliance with company standards2. Screening for appropriate candidates3. Resourcing candidates on teams behalf4. Staffing as required roles and responsibilities5. Managing and Completing their compliance as per standards6. Helping clients to get desirable dates and timing to work.
Insurance verification associate My office answer, Ahmedabad	Mar 2023 – Jun 2023	<ul style="list-style-type: none">1. Verifying insurance coverage of each patient2. Handling payments for services not covered by insurance3. Explaining coverages to patients4. Updating information/keeping records.

Personal details

Date of birth	April 19, 1997
Place of birth	Ahmedabad
Gender	Female
Nationality	Indian
LinkedIn	linkedin.com/in/maitri-patel-8b9a83169

Skills

External Communication	<div></div>
Sales	<div></div>
Customer service representative	<div></div>
Training and development	<div></div>
Recruiter	<div></div>
Active listening	<div></div>
Problem solving and flexibility	<div></div>
Screening	<div></div>
Searching candidates for appropriate roles	<div></div>
Compliance	<div></div>

- 5. Filling out documentation required for billing.
- 6. Product knowledge as per HIPPA regulations
- 7. accuracy in performing data entry, filing, mailing, etc. Make phone calls to verify candidates reference.

Languages

Gujarati

Hindi

English

Hobbies

- Reading
- Travelling
- Walking