

CURRICULUM VITAE

Mr. Mohin Rupeshbhai Purohit <u>Permanent Address :</u> 15 Abhishek row house, B\H Vishramnagar Bus stand, Gurukul road Memnagar, Ahmedabad- 380052.	Date of Birth: 3 rd April 1993 Mobile: +919726938803. Email: mohinpurohit3493@gmail.com Sex : Male Marital Status: Married Anniversary Date: 06 th Dec, 2019
--	---

Objective:

Challenging and rewarding position in an organization which will allow me to utilize my experience and skills to the fullest. I have always enjoyed healthy competition and relish at the opportunity to face new and fresh challenges. I believe in three H: Hard work, Honesty & Happiness and have applied these in both in my personal & Professional life.

Educational Qualification:

Completed B.Com in year of 2013 from Gujarat University.

Skills:

- ❖ Excellent team leadership abilities, written and verbal communication skills.
- ❖ Efficient and effective organizational skills and excellent time management skills.
- ❖ Understands responsibilities and exercises independent judgment for undertaken tasks.
- ❖ Able to work in high pressure environments and demonstrated abilities to interact with a wide range of people.
- ❖ Well versed with Windows 7, Vista, XP, operating systems.
- ❖ Knowledge of computer applications: Basic of MS-Office,
- ❖ Basic Internet knowledge.
- ❖ Languages Known English, Hindi & Gujarati

Experience Summary:

- **Adroit BPO LLP: (From:- Feb 2018 to current)**
 - ❖ **(Team Leader)**
 - ❖ Managing Team & handling any types of process related queries.
 - ❖ Handling different projects of multi specialties such as Pain Management, Anesthesia, Internal Medicine.
 - ❖ Taking care of many HR activities such as recruitment, appraisal, monthly payout and performance reviews on the basis of matrix.
 - ❖ Managing different processes such as A/R, denial management, posting, Eligibility check, Authorization & Referral and Provider's scheduling.
 - ❖ Generating reports such as Provider productivity, Profit & Loss and other reports such as Patient collection, CPT wise collection and Insurance wise collection for analytical purpose.
 - ❖ Out of Network billing experience for Anesthesia provider.

- **Advantage Healthcare Solutions: (From:- Jan 2016 to Jan 2018)**
 - ❖ **(Sr. Executive in Authorization & Accounts & Receivables process)**
 - ❖ Client Communication & Conferences.
 - ❖ Managing whole Authorization process of two projects.
 - ❖ Working in Accounts & Receivable Department for one of the projects.
 - ❖ Managing Team & handling Junior Queries

- **Universal Forwarders India Pvt. Ltd: (Mumbai, India) - (From: - Sep 2013 to Dec 2015).**
 - ❖ **(Operations Head & Documentation Executive)**
 - ❖ Scheduling for pickups & drop-offs with the clients.
 - ❖ Generating Export related documents for the export shipments.
 - ❖ Generating Import Related documents for clearing imports.
 - ❖ Managing outstation jobs all over in India such as packing & crating done by staff.
 - ❖ Professional packing experience as we were handling Contemporary Fine Art works.
 - ❖ Experience for the documents for International & Domestic shipments which were done by Air, Sea & Surface.

- **Vserve Infosolutions: (From:- Nov 2011 - Aug 2013)**
 - ❖ Customer Service representative in **(Document verification department)** Auto loan processing.

- ❖ Providing leadership, management and guidance to all Call Center staff.
- ❖ Answering front line calls from customers.
- ❖ Handling any customer complaints.
- ❖ Responding to customer email or telephone inquiries.
- ❖ Ensuring high quality and accuracy of work from call center staff.
- ❖ Putting together daily performance reports for senior managers. (Sales & Collections)
- ❖ Troubleshooting any operational problems.

Strength:

I can handle any situation under any pressure and have a capability of working with any group of people at any given point of time. My best quality is my ability to interact with people and lead them to achieve the team goals. Competitive nature, dedication and commitment, believe in smart work-not hard work.

"My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation."

Extra-Curricular Activities:

I have a great interest in playing cricket, travelling, and music. These hobbies help me to de-stress myself and also help me to improve my inter-personal skills and goals.

[Thanking you]
Mohin Purohit