

Suchandra Shirke

Vaishali CHS, Uthalsar, Thane (West)

7304608129 | suchandrashirke55@gmail.com

Summary

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Experience

- **Gosource Healthcare Pvt Ltd | Ghansoli** November 2023 - Present
Medical Billing Associate
 - Selected for an AR role but trained and excelled in a comprehensive non-AR medical billing project.
 - Mastered three critical processes, ensuring smooth operations and accuracy.
 - Gained in-depth knowledge of workflows, updates, and process improvements.
 - Streamlined tasks, reduced processing time, and ensured compliance.
 - Collaborated with teams to address challenges and enhance operational efficiency.
 - Monitored and reported project updates, maintaining clarity and adherence to standards.
- **Thane Municipal Corporation | Thane** 2022 - 2023
Jr. Lab Analyst
 - Worked for almost 1 year as a Jr. Lab Analyst.
 - Performed several lab analysts/testing.
 - Prepared and maintained several reports on daily, weekly and monthly basis.
 - Also worked on Central Government Air pollution project called as NAAMP.

Skills

- Softskills: Workflow management, Process improvements, Project Management, Collaboration & Communication, Problem Solving, Ability to work under pressure, Team player.
- Technical Skills: Tools Used in Medical Billing Software - Intergy, Intergy EHR, Excel. IT skills - Python, Power Bi, SQL, PowerPoint.

Achievements & Awards

- Achieved 118% production in January 2024, surpassing monthly targets and contributing to team efficiency.
- Attained 126% production in May 2024, demonstrating consistent dedication and exceptional work ethic.

Education

- **Mumbai University**
Bachelor of science in IT
8.5 A grade

Projects

- **Final Year Project**
Degree college Project
 - Project - 4 - wheeler Vehicle security System

Hobbies

- Sketching, Crafting,
- Sometimes reading novels

Languages

- Read: English, Marathi, Hindi
- Write: English, Marathi, Hindi