Hassan Bakare

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Highly motivated, detail-oriented, and skilled professional seeking to acquire a position with the potential for advancement where I can utilize my knowledge and experience in Customer Service Relations, Product Sales, Data Entry, Office Assistance/Clerk, Human Resources Assistance, Investigative Credentialing and internship.

Skills

Typing: 40wpm

-Strong analytical, organizational skills, data Investigative skills and adaptation skills.

-Excellent interpersonal skills, customer service skills, phone manner and office etiquette

-Software: All windows operating systems, Microsoft word, Excel, WordPerfect, PowerPoint

Experience

U.S Department of Labor- OFCCP

Equal Opportunity Specialist Assistant

June 2010 – November 2010

Research and verification of federal contractor’s for activities regarding employment standards. Setup meeting and training with contractor for audit and compliance purposes. In addition, am responsible for

• Receiving and screening calls for efficient handling;

• Preparing and reviewing outgoing correspondence for required attachment, dates, signature, complete addresses and destination.

• Establishing and maintain a variety of filing systems using numerical and chronological methods

• Maintaining time and attendance records

• Preparing travel schedule, supply acquisition and generating monthly or weekly reports of various activities within the office.

Aetna Insurance

Provider Credential Analyst

Sep 2007 – June 2010

• Maintain high production and quality factor

• Participates in development of credential process and workflow

• Provides telephonic education to providers on credential policies and producers

• Manages vendor online access of primary verification sources

• Reviews completed investigative files of co-workers for completion and accuracy.

• Identify and communicate trends, quality and efficiencies of process.

Veteran Benefit Administration

Claims Assistant

Aug 2006 – Mar 2007

• Acting as a liaison between the program office and other administrative offices

• Planning and establishing office control systems, including the maintenance, transfer, and disposition of office files and records

• Using a computer to collect and track data, including statistical data, preparing and generating a variety of reports

• Preparation and tracking of records of daily events.

Education- 1999 -Naval Medical Corpsman Training

2009 -HRMGT - University of Maryland University College, Eastern Shore,