

Anuj Dubey

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Carrier Objective:

To seek a career in an Organization that encourages continuous learning and to contribute to the growth of the organization, thereby achieving professional and personal growth.

Professional Experience:

- *June 2022 to March 2024 as Senior Executive-Strategic Alliance, at **Healthians (A lab testing brand).***

Key Responsibilities:

- Executing the corporate health check-up camps.
- Led show-No-show team which ensures smooth and timely sample collection on all the booked appointments.
- Ensure timely and accurate issuance of invoices to clients with co-ordination from finance team.
- Monitor and enforce adherence to credit terms and payment schedules.
- Implement effective collections strategies to reduce outstanding receivables.
- Resolve billing disputes and discrepancies promptly to prevent delays in payments

- *Feb 2022 to June 2022 as Senior Executive, **Gowelnext Solution Pvt Ltd.***

Key Responsibilities:

- Arranging pre-policy and annual health check-up for Insurance companies. i.e. Niva Bupa Health insurance, HDFC Ergo Health insurance, TATA AIA Life insurance, Canara HSBC , etc
- Follow up for reports from the diagnostic centre.

- *Nov 2017 to Feb 2022 as Senior Executive operations, **HealthAssure Pvt Ltd***

Key Responsibilities:

- Arranging pre-policy and annual health check-up for Insurance companies. i.e. Niva Bupa Health insurance, HDFC Ergo Health insurance, TATA AIA Life insurance, Canara HSBC , etc
- Follow up for reports from the diagnostic centre.
- Handling escalation and taking care of the case since booking to reports closure.
- SPOC of TATA AIA North region, SBI life insurance, North and Gujarat region and Canara HSBC North.

Academic Qualification:

- B.Sc from C S J M University Kanpur in 2019 with IInd Div.
- Intermediate from U.P. Board Allahabad in 2016 with Ist Div.
- High School from U.P. Board Allahabad in 2014 with Ist Div.

Professional Qualification:

- Good knowledge of MS Excel with internet.
- Basic knowledge of Computer.
- I have a diploma of front office associate in Hospitality Industry.

Strength:

- Hard working and Confident.
- High on Integrity.
- Passionate about creating value and impact for the client.

- Impressive executing demeanour, a team oriented and collaborative approach.

Personal Details:

Date of Birth	~ 07 April 1999
Nationality	~ Indian
Religious	~ Hindu
Sex	~ Male
Marital Status	~ Unmarried
Language(s)	~ Hindi & English

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date: --/--/2024

Place: Gurgaon

(Anuj Dubey)