

## **Objective Summary**

Performance-driven individual with experience in accounting and administrative work who is looking to contribute to the productivity and efficiency of company operations.

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## **Education**

<b>Ohio State University</b>	<b>Columbus, OH</b>	<b>August 2019 - May 2023</b>
<ul style="list-style-type: none"><li>• Graduated May 2023</li><li>• Expecting Bachelors of Science in Health Information Systems Management</li></ul>		
<b>Front End Simplified</b>	<b>Remote</b>	<b>June 2024 - Present</b>
<ul style="list-style-type: none"><li>• Expected Graduation September 2024</li><li>• Master the key building blocks of front-end development, including HTML, CSS and JavaScript, and React</li></ul>		

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## **Professional Experience**

<b>Avaap LLC</b>	<b>Columbus, OH</b>	<b>June 2023- May 2024</b>
<i>Change Management Analyst</i> <ul style="list-style-type: none"><li>• Provide input, document requirements, and support the design and delivery of training programs</li><li>• Perform research on topics related to client work</li><li>• Leverage applications, Excel, PowerBI, to display data</li><li>• Conduct impact analyses, create and conduct surveys, assess change readiness, and identify key stakeholders</li><li>• Leverage a change management methodology, process and tools to create a strategy to support adoption of the changes required by a project or initiative</li></ul>		
<b>Ohio State Wexner Medical Center</b>	<b>Columbus, OH</b>	<b>September 2022- February 2023</b>
<i>Outpatient Coding Intern</i> <ul style="list-style-type: none"><li>• Analyzes and reviews medical records of outpatient clinics following discharge</li><li>• Reviews the electronic record in IHIS to decipher appropriate codes</li><li>• Assigns codes to diagnoses using the ICD-10-CM coding system for principal and secondary diagnoses</li></ul>		
<b>Alfresco Ram Inc.</b>	<b>Lorain, OH</b>	<b>June 2019- May 2023</b>
<i>Reimbursement Assistant</i> <ul style="list-style-type: none"><li>• Inputting daily and weekly expenditures into Quickbooks for accounting purposes</li><li>• Run payroll for employees via Quickbooks</li><li>• Leveraging tools; Excel, PowerBI, and Microsoft Office</li><li>• Pull financial reports to assess company stats and provide insight</li><li>• Pay and file invoices from vendors</li></ul>		
<b>Sandusky Construction Inc.</b>	<b>Sandusky, OH</b>	<b>May 2019 – June 2022</b>
<i>Operations Assistant</i> <ul style="list-style-type: none"><li>• Communicate with the Real Estate company, bid for the projects</li><li>• Run payroll for employees via Quickbooks</li><li>• Maintain the budget, keep track of expenditures, paying invoices</li><li>• Choose and purchase quality materials for the best price available</li></ul>		
<b>JSK LLC</b>	<b>Sandusky, OH</b>	<b>May 2019 - May 2021</b>
<i>Secretary</i> <ul style="list-style-type: none"><li>• Coordinate necessary services with the employees</li><li>• Ensure customers have a quality experience</li><li>• Responsible for overseeing day to day activities of an inn, as well as supervising personnel and making decisions regarding the financial operations of the business</li><li>• Create budgets and payment plans</li></ul>		

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## **Involvement and Activities**

<b>Divine Associates of Yogeshwar (DAY)</b>	<b>May 2016 - May 2019</b>
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#### *Youth Group Member*

- Facilitates weekly youth groups discussing spiritual topics and implications to daily life
  - Organizes events to encourage youth involvement and engagement, such as sports activities, picnics, etc.
  - Attends monthly meetings with other leaders to prepare and discuss best practice
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#### **Acknowledgments and Memberships**

- Member of American Health Information Management Association
  - Member of Ohio Health Information Management Association
  - Safe Serv Level II Certification
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#### **Skills**

- Skills: Microsoft Office, Excel, Tableau, PowerBI, HTML, CSS, Java Script, Analytical Thinking, Problem Solving
- Languages: English (Fluent)| Gujarati/Hindi (Fluent)