

# ABHISHEK SAWANT

Back Office Executive

## CONTACT

- 7045872937
- abhisheksawant8286@gmail.com
- Mumbai
- <https://www.linkedin.com/in/abhishek-sawant>

## PROFILE SUMMARY

Highly organized and details oriented Back office Executive with extensive experience in administrative and clerical support. Experience insurance professional with a proven track of records of managing and mitigating risk for clients.

## EDUCATION

- 2018 - 2020  
MUMBAI UNIVERSITY
  - Bachelor of commerce (B.COM)
- 2017 - 18  
KLE SOCIETY
  - Higher secondary

## WORK EXPERIENCE

- HGS HEALTHCARE 2022 - 2024  
Process consultant
  - Improved patient interactions using CRM for appointment reminders, pre-forms and follow ups.
  - Applied analytics to predict patient notes and personalize care.
  - Managed patient portal and created newsletters to ensure ongoing communication.
  - Automated scheduling, billing, and insurance verification to reduce administrative workload.

## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## COURSES : 2024

Financial Accounting and controlling

- It focuses on external accounting while co deals with internal cost management.
- I will learn about the documentation and methodology used in SAP FICO implementation projects.
- Deals with the technical infrastructure of SAP systems, including installation and maintenance.
- English and marathi typing 30 WPM Course.

## Logistics and supply chains 2024

Fundamental, Design, Operations.

- company oversee the entire supply chain process, including purchasing, production and distribution.
- The responsibilities are demand planning procurement, production, logistics, process improvement, communication.
- A supply chain is a network of activities, organization, and resources involved in the process of creating and delivering goods or services to the end customers.

## LANGUAGES

- English
- Marathi
- Hindi