



Upasna Pandey

DOB: 11/12/2000

Phone: 8240548186 | Email: upasnaark2000@gmail.com

21, Shiv Thakur Lane, Burrabazar,
Kolkata-700007

CERTIFICATIONS

6-months course in Event management
Tally-Accounting
French-Beginners Level

ACHIEVEMENTS

'Employee of the month' Jun 2022, Dec 2022
Elected Academic Assistant Head in college

EVENT INTERNSHIPS

Volunteered in 'True Spirit Puja' organised by The Telegraph, CESC and Voiceworx
Front desk intern in 'Ram Avatar Gupta Pratibha Puraskar' by Sanmarg
Organised a quiz cum treasure hunt event called 'Hookviz' in college

LANGUAGES

Hindi Advanced
English Advanced

SKILLS

- Digital Marketing
- Tally
- Digital Marketing
- Content Writing
- News Writing
- Photoshop

WORK EXPERIENCE

RCM-AR Specialist Dec 2021-Jul 2023
Sun Knowledge I Kolkata

The company specializes in Medical Billing. I worked here as an RCM-Account Receivables specialist. My job role included resolving patients' open invoices by interacting with their insurances on behalf of the provider. Analysing claim denial reasons, working on them and resolving them were my primary responsibility. Apart from these, maintaining records of all overpayments and initiating the refund process was also part of my job role.

VOLUNTEER

Art of Living

I was part of the Education department. I was responsible for creating relevant and engaging educational content for underprivileged children and giving them classes once a week.

Wild Reaction

I was part of this wildlife conservation project for a while where my responsibility was to create awareness about the wonderful but vulnerable wildlife in Noachar, a small village in West Bengal.

PROJECTS

Content Writer-Bollygrad Studios

I worked as a content writer for this film studio. My job was to write engaging content for their online platform and proofread the work of other writers.

News intern-Sanmarg

I did an internship with this local newspaper. I was responsible for writing news content for their social media platform. During this internship, I also got opportunities to conduct interviews and attend some online press conferences.

Translator- Nanamuna

I worked with this story-telling platform as an English-Hindi translator and translated stories ensuring that the emotions and imbibed messages are kept intact.

EDUCATION

Maulana Abul Kalam Azad University of Technology
Bachelors of Science in Media Science 2018-2021
West Bengal Council of Higher Secondary Education
Higher Secondary- Commerce 2016-2018
West Bengal Board of Secondary Education
Secondary