RESUME

RAKESH KOHIRKAR

Flat no SF5

Varsha Homes

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**Career Objective**

To obtain my career in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

# Experience

## 2021 - Present

## **VK Corporation,** Hyderabad – Property Advisor

## Ability to understand requirements of the client.

## Set appointments to meet with clients and invite them to visit project sites.

## Use leads generated/shared by marketing team pre-sales department and other departments with an objective to turn them into customers.

## Generate self-leads to convert them into customers.

## Follow-up with customers over telephone, visit customers at their preferred venues, provides end-to-end guidance to customers during site visits.

## 2014- 2021

**DMS Web Services Pvt Ltd**, Hyderabad - Co-ordinator

## Job Responsibilities:

* Advises clients about the risks, consequences, and benefits of alternative lending solutions.
* Develops loan applications by evaluating applicant information and documentation.
* Consults with clients about their lending needs to help them achieve their financial goals, including the collection and analysis of information about the client’s financial situation.

. Evaluates loan applications and documentation by informing applicant of

additional requirements.

* Rejects loans by explaining deficiencies to applicants.
* Schedules and tracks closing dates, contingency dates, and loan lock expirations.
* Approves loans by issuing checks or forwarding applications to loan committee.
* Completes loan contracts by explaining provisions to applicant, obtaining signatures and notarizations, and collecting fees.
* Prepares and submits timely and accurate loan files.
* Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining professional networks, and participating in professional organizations.
* Helps customers by answering questions and responding to requests.

## 2010 - 2014

**Vectiv Technologies, Hyderabad** *-* Medical biller

## Job Responsibilities:

* Collects delinquent accounts by establishing payment arrangements with patients, monitoring payments, and following up with patients when payment lapses occur.
* Utilizes collection agencies and small claims court to collect accounts by evaluating and selecting collection agencies, determines appropriateness of pursuing legal remedies, and testifies in court cases.
* Maintains Medicare bad-debt cost report by tracking billings, monitoring collections, and compiling information.
* Initiates claims against estates by monitoring deaths and unpaid accounts, informing legal department to act on probate and estate issues, and following-up with clerk of court.
* Secures outstanding balance payments for care of employees by establishing payroll deductions and obtaining signatures for automatic transfers.
* Secures obstetrical payments by interviewing and obtaining information from pre-delivery patients, establishing payments due prior to delivery and sending monthly statements.
* Maintains work operations by following policies and procedures, and reporting compliance issues.
* Maintains quality results by following standards.
* Protects clinic’s/hospital’s value by keeping collection information confidential.
* Updates job knowledge by participating in educational opportunities.

# Education

## 2005 -2008

Degree from Delhi University