

**KARISHMA DHINGRA**

Contact No: +917404483633

Email Id: [karishmadhingra1982@gmail.com](mailto:karishmadhingra1982@gmail.com)

**OBJECTIVE**

To be a part of an organization for a challenging career providing an opportunity to achieve Professional excellence and contribute significantly to accomplish established objectives Leading to the success of the company.

**SKILLS**

- Effective communication & Interpersonal skills
- Result & target oriented
- Leadership

**CAREER HIGHLIGHTS**

Currently working with Guidehouse India Pvt. Ltd. Trivandrum Kerala, from November 18<sup>th</sup> 2021 as an Associate in Medical Billing.

**Overview**

Working as an Associate in EBO Hospital - CRS (Contract Reimbursement System) Project. Payment posting is the critical part of Medical Billing process as it enables the Health Care service provider's to monitor its incoming payments. Its software driven approach that most industries prefer to speed up the Medical Billing process for a consistent revenue stream.

Guidehouse India provides solution to clients with health care & technology solutions. It has Team of experienced professionals & focus on quality, performance & client relationship. Office locations: Kerala & Tamilnadu.

**From March 2012 till February 2018 with M/S Mohammed Tayyeb Khoory Real Estate L.L.C Dubai UAE as Executive Secretary**

Key Deliverables:

- Incharge of all administrative duties includes: preparing Notice for Tenants, Inter office communication & Official Memos for implementing new operational procedures and /or other related office proceedings.
- Incharge for paying Govt. Tax for all sublease tenants also, to renew Govt. Lands in Dubai Real Estate Cooperation (DREC), regular follow up with DREC to get the renewed Main Lease Contracts.
- To coordinate with Admin Manager/ Legal Department regarding request for filing legal cases against tenant's with recurring dishonored cheque.
- To line up candidates and to conduct preliminary interviews.
- Design & schedule Advertisement for advertising vacating and vacant properties.

**From August 2010 till August 2011 with Harley-Davidson-Chandigarh as Executive Admin/HR**

**Key Deliverables:**

- Responsible for overall HR activities includes: staff recruitment, job briefing, remuneration and other HR related work.
- To inspect complaints and their feedback to respective divisions and implementing effective strategies to maximize customer satisfaction.
- To do internal merchandise audit.
- Ensuring quick resolution for queries and grievances up to client/customer satisfaction level and sustain client/customer relations.

**From September 2008 till July 2010 with Larsen & Toubro Finance Ltd-Chandigarh as Regional Coordinator**

**Key Deliverables:**

- Processing cover notes and dispatching the same to Head Office.
- To report daily MIS to Regional Sales Manager and Head Office.
- To assist the Regional Head in drafting the emails for internal and external correspondence.
- Coordination with executives and associates regarding insurance and policies (new/renewals).

**From October 2005 till September 2008 with HDFC Bank Ltd-Shimla as Team Leader**

**Key Deliverables:**

- Processing of Saving Account Opening Forms, Demat Accounts and Fixed Deposit's.
- To report daily MIS to Sales Manager and Branch Head.
- To assist the Sales Manager in drafting the emails for internal and external correspondence.

**EDUCATIONAL CREDENTIALS**

**2004-2005** Post Graduation Diploma in Computers Application from MCRP University Bhopal

**2000-2003** GNIIT from National Institute of Information Technology

**2000-2003** Bachelor Degree in Arts from Himachal Pradesh University

**COMPUTER SKILLS**

MS Office

Google workspace

Operating systems