

Aman Sharma

Tower 4, Flat No. 1503, Dream Homes, Wave City, Ghaziabad, UP 201002

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Objective:

To be a part of the ongoing Backend. I am looking forward to work in an organization where I am continually inspired to do better. I would like to be among the very best in my chosen profession.

Strengths include strong interpersonal skills, learning attitude, and ability to translate to the bottom line, innovative and meeting deadlines. I have a strong desire to excel and prove my competence through hard work, commitment, integrity and results.

ACADEMIC CREDENTIALS

Completed B.Com– School of Open Learning - Delhi University – 2020

Completed Senior secondary –Raj. Board- 2016

Completed Secondary–CBSE Board - 2014

Working Experience:

- o Worked with **Provana India Private Limited, Noida** as an Process Expert from May 02, 2022 to Till date.

Job Responsibilities:

- o Review physician notes and obtain necessary clarifications where necessary
- o Prepare appropriate claim documents
- o Working on denials, AR Follow-Up, Appeals, and Websites Logins.
- o Follow up with insurance companies and ensure that all claims come to fruition.
- o In depth knowledge of preparing appropriate claim documents.
- o Mentoring new reps & creating their Key Responsibility Areas and following up and making their productivity as per their performance and at the same time keeping in my mind about client satisfaction and retention
- o Ensure efficient identification and monitoring of suspicious activities and transactions.

Working Experience:

- o Worked with **A J K R And Associates, Delhi** as an Auditor from Jul 02, 2017 to Nov 15, 2019.

Job Responsibilities:

- o Filing Income Tax Return
- o GST Audit
- o GST Returns
- o Audit company Accounts
- o Bank Audit
- o KPMG Internal Audit.

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Working Experience:

- Worked with **Maa Durga Enterprises Pvt Ltd., Noida** as an Accountant from Nov 15, 2019 To Apr 30, 2021.

Job Responsibilities:

- Generate Sales Invoices, Purchase Order, Purchase Enter
- Prepare Bank Reconciliation Statement
- Finalized Balance Sheet
- and all account statement Maintain Stock Statement
- GST Return filing
- TDS
- Online Banking & Transfers
- Handling a team of 4 accounts person.

Working Experience:

- Worked with **Eureka Outsourcing Solutions Pvt Ltd., Noida** as an Quality Analyst from May 02, 2021 to May 01, 2022.

Process - HDFC BANK Working Capital

Job Responsibilities:

- Handling a team of 20 CSR's
- Banking type financial Statement Checking
- Check CAM Quality
- E-mails Audit
- All Quality Report maintain
- Reporting to Quality Manger of the process.

Skills:

- Risk assessment, Conflict management, Integrity, Integrity Keep updated Interpret data, Detail oriented, Communication, Problem solving.
- Strong leader, experienced at managing a team and pushing them to meet company goals.
- Expert at budgetary analysis and implementation of budgetary guidelines.
- Skilled problem solver, experienced at trouble-shooting all aspects of business management.
- Innovative thinker, always searching for new and improved methodologies to improve business operations.

Personal Details:

- Fathers Name : Dinesh Sharma
- Date of Birth : 14 April 1998
- Nationality : Indian
- Marital Status : Single
- Languages Known : English, Hindi

Self-Declaration: I assure that the above furnished details are true and original as per my knowledge and belief.

Place:

(Aman Sharma)

Date: