

NAME – AKANKSHA CHAUBEY
Cont. No.- 9129879020
Email – akankshachaubey34@gmail.com

OBJECTIVES

To secure a position in an organization where I can use my skills to the best of my ability and further develop my skillsets.

EDUCATIONAL QUALIFICATION

QUALIFICATION	BOARD/INSTITUTE
HSC	U.P. Board
SSC	U.P. Board
BA	Veer Bahadur Purvanchal University
MA	Veer Bahadur Purvanchal University

WORK EXPERIENCE

Total Experience – 8 Years

Name of Company	Position	Work Experience	CTC per Annum
Saarthak Vanijya	Executive Assistant	3 Years	1.5 lakhs
Roldem healthcare pvt ltd	AR	2 Years	3.84 lakhs

Job Profile-Saarthak Vanijya India Pvt Ltd

1. Drafting Emails.
2. Co-ordinating the day to day tasks of office and paper mills.
3. Acting as a point of contact between Director and the team.
4. Calendar Management for the Director, manage professional and personal scheduling for CEO, including agendas, mail, email, calls, travel arrangements, client management, and other company logistics (Scheduling activities).
5. Perform administrative and office support, such as typing, dictation, spread sheet creation and maintenance of filing system and contact database.
6. Cold calling to collect feedback, generate leads and nurture business prospects.

Job Profile – Roldem healthcare pvt ltd

Working on denial claims

Working on denial management

Try hard to get payment from the insurance on the behalf of provider

Skillset:

**Data Management*

**Creating and Managing Schedules*

**Co-ordination (Office, mills)*

**Administrative works*

**Record Management (DSR, etc.)*

**Payment follow-ups*

**Recruitment (Job posting & Interviews)*

**Basic MS Office and Tally*

**Teaching*

PERSONAL DETAILS

Name-	Akanksha Chaubey
Fathers Name-	Kailash Nath Chaubey
Mothers Name-	Asha Chaubey
Spouse Name-	Ratnesh Kumar
Address-	S 21/120 Subhash Nagar Maldahiya, Varanasi UP.
Language-	Hindi/English