

CURRICULAM VITATE



Abhishek Sawant

D.O.B : 16/11/1995

ADDRESS: 12,new uday sahajeevan

Society,SPS Road, Bhandup(west)

Mumbai **PIN:** 400-078

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Marital status: Single

Languages known: English, Hindi,Marathi.

CAREER OBJECTIVE

To work in an environment where I get a chance to gain knowledge which can be shared and enriched, where I can utilize my skills and expertise to the optimum towards achieving my goal.

EXPERIENCE

- Worked as a AR Associate for 2 years 6 Months in GEBBS HEALTHCARE SOLUTIONS.

(Working as Sr. Account Receivable in Billing Department from August -2019 - Till Date)y

- CORE COMPETENCIES
- Handling the Edits & Rejection Team.
- Time-line deliverable to Client Reports like daily, Weekly & Monthly Basis related to the Edits & Rejection.
- Maintaining the Processing accuracy, Billing Claims & Delivering the Client Expectations.

EDUCATIONAL QUALIFICATION:

- 2017
Bachelor of Mass Media, KJ Somaiya College of Arts and Commerce, Mumbai. CGPA: 4.42
- 2013
Passed HSC and secured 67% from N.E.S junior college of Arts, Science and Commerce, Bhandup (Mumbai)
- 2011
Passed SSC and secured 87% from National Education Society High School, Bhandup (Mumbai)

PROFESSIONAL STRENGTHS:

- Excellent in presentation and training skills
- Organizational and time management skills
- Ability to co-ordinate the work in team members
- patient and energetic

INTERESTS:

- Watching movies
- Listening music
- Trekking and adventure

**EXTRA CURRICULAR
ACTIVITIES**

- Worked in the PR team for college festival.
- Worked in the sponsor team for college festival

SOFTWARE SKILLS:

- Basic knowledge of MS Office, MS Excel, MS Power point.