



CONTACT ME AT

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SKILLS SUMMARY

●●●● communication skills

●●●● Leadership

●●●● Analytical skills

●●●● planning & co-ordination

SHIVEN PANDEY

BMS GRADUATE

PERSONAL PROFILE

TO OBTAIN A LONG TERM CARRIER WITH AN ORGANISATION, WHICH HAS STRONG BACKGROUND AND IN WHICH I CAN GROW PROFESSIONALLY AND BE REWARDED FINANCIALLY AS WELL AS USE MY SKILL FOR BETTERMENT OF ORGANISATION.

WORK EXPERIENCE

FRONT DESK EXECUTIVE

GOLDEN TULIPZ | JUNE 2020- APRIL 2021

- Serve visitors by greeting, welcoming, directing and announcing them appropriately.
- Answer, screen and forward any incoming phone calls while providing basic information when needed.
- Receive and sort daily mail/deliveries/couriers.

ACCOUNT RECEIVABLE EXECUTIVE

INFINX SERVICES PVT LTD | SEP 2021 - FEB 2022

VITALITY BUSINESS CENTRE | MARCH 2022 - DEC 2022

- Manage assigned receivables portfolio by ensuring denied claims are resolved.
- Reviews and analyse outstanding insurance claims to get physicians efforts paid.
- Work with the insurance company on behalf of our clients, represent them and resolve the claims within the timelines and defined service level agreements.
- Interact with insurance company to get the required status update and have the claims resolved.

EDUCATIONAL QUALIFICATION

CHANDRABHAN SHARMA COLLEGE

Bachelor in Management Studies (finance) | 2022

overall CGPI - 6.88

MAROL EDUCATION ACADEMY HIGH SCHOOL AND JUNIOR COLLEGE

HSC- 56.62

SSC- 62.80