

# **Sachin Gupta**

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**Address-** Vill- Sadarpur Colony, Sec-45, Noida (U.P) 201301

**Cell:** 9818712426 ,9210896575

**Email:** sachingupta45@yahoo.com

## **Career Objective:**

A Professional Challenging Career, which will provide opportunity for continuous growth and learning with a dynamic organization which values individual contribution.

To work with full dedication and gaining professional's skills, competence and excellence this will develop my personality and enrich my experience

## **Skills:**

- Sound Knowledge of Ms-word, Ms- Excel, and Ms-Power Point.
- Well experienced in US Healthcare.
- Effective workflow management
- Process improvement specialist

## **Work History:**

- **Senior Associate:** May 2018 to July 2022

Conduent Business Service LLC, Sec 135, Noida, UP

## **working in Ar Profile**

Making outbound calls to insurance companies (in the US) to collect outstanding Accounts Receivables  
Need to verify patient's eligibility through call or web.

Maintain the daily production sheet.

## **Education:**

- B.com from Delhi University in 2014.
- 12<sup>th</sup> passed from C.B.S.E Board in 2010.
- 10<sup>th</sup> passed from C.B.S.E Board in 2008.

## **Personal Details:**

- Father Name – Mr. Raj Kumar Gupta
- Date of Birth – 25/08/1992
- Nationality – Indian

- Marital Status – Single
- Language Known – English and Hindi

**DECLARATION:**

I hereby declare that the above written particular are true to the best of my knowledge and belief.

**Date:-**

**Place:-**

**(Sachin Gupta)**