



# Rishabh Sharma

## Associate Operations Manager

Detail oriented Associate OPS Manager with 3.5 years of experience in managing and leading team. Possessing a total of 9+ year experience in Healthcare & Telecommunication industry. Apply communication, organization and project management skills to save employers time and money. Well-versed in sales, personnel management, accounting and inventory management.

Address: B66, 4TH Floor, Dwarka Sector 8, New Delhi-110077

Phone: 8800401872/7838430999

Email: rishabhs1412@gmail.com

DOB: 14-Dec-1991

Gender: Male

### EDUCATION

#### Graduate: Bachelor of Arts

IGNOU- 2015

(Psychology & English)

### KEY POINTS

- Responsible
- Credible
- Success Driven

### EXPERIENCE

Dec'16-Present

#### Assistant Manager

##### R1 RCM Pvt Ltd

- Working as Assistant Manager from past 2 years 6 months.
- Worked as Management Trainee for 1 year.
- Managing a team of employees working in Account receivable from approximately 3 years for US healthcare.
- Interaction with the US counterparts to ensure all SLA are on track.
- Worked as Account receivable for 1.5 years and has deep knowledge for US healthcare industry.

Feb'12- Jan'16

#### Process Coach

##### Personiv(formerly known as John Keells)

- Worked as Process Coach to train and identify development areas within team.
- Client calibration calls and quality calls to ensure top notch deliverables.

### LANGUAGES

- English
- Hindi

### SKILLS

Planning



Team Coordination



Microsoft Excel and PowerPoint



TPX & CERNER HOST SYSTEM



Assurance & SSI (Billing Scrubber)



### PROJECTS

#### Automation Projects

- Worked on multiple automation projects to reduce manpower requirement by collaborating with different cross functional team.

### HOBBIES

- Travelling
- Movies