**GURMINDER KAUR**

**House No. 551/A Jheel Khuranja Delhi**

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***Preface\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

A professional with 7+ years of experience in Healthcare industry as profile of client service and understands the business requirements set by the organization and client to accomplish the goals. Competent Accounts Receivable Specialist bringing 6+years’ experience carrying out all accounts receivable functions in high volume environments. Proficient in tracking payments, resolving billing issues. Recognized as a dedicated professional driven to meet team targets and enhance bottom line performance.

***Work Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Currently Working with Nthrive Limited as Sr. Analyst since February 2018.

**Key Result Areas:**

* Identified, researched and resolved billing variances to maintain client SLA.
* Worked and tracked monthly invoices for Hospital business.
* Performed targeted collections on past due accounts aged over 365 days.
* Developed team communications and Share Client updates during team meetings.
* Performed various functions, including maintaining attendance report, providing

refresher trainings , Introducing policies and company culture to new colleagues.

Worked with Accretive Healthcare Ltd as Sr. Analyst for 54 months.

**Key Result Areas :**

* Keep updated & adapted with new updates for the process.
* Ensure to meet Quality parameters set by the client.
* Floor Coaching to New Users.
* Maintaining Production & Leave record sharing to Supervisor at EOD on daily basis.

***Professional Strengths\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

* Communicating: Communication Skills.
* Flexibility and Adaptability.
* Learning agility: Quick learner.
* Tolerance: Stress tolerance.
* Critical thinking: Decision making skills.
* Coaching people:New Colleagues
* Positive Attitude: Creating a positive work environment.

***Educational Experience*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Graduated from Delhi University in Majored Political Science (Hons) in 2007.

***Technical Skills*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Sound Knowledge of MS- Office and Internet, Microsoft Outlook.
* Common operating systems.
* Software proficiency.
* Data analysis.

***Personal Information*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Name: Gurminder Kaur
* Father’s Name: Mohan Singh
* Language Known: English, Hindi, Punjabi
* Nationality: Indian
* Marital Status: Single
* Hobbies: Listening to Music, Photography

Date: Sign:

Place: Delhi Gurminder Kaur