Tarun Sachdeva

Rz-20/21,Vishwas park,near tar factory Uttam Nagar, New Delhi-110059

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**Objective**

*To be a true professional by acquiring confidence, competence, excellence through performance, leading by example and creativity to operate successfully as an international executive in Global Environment.*

**Professional Synopsis**

2 years 10 months of experience in finance Administration (including bills, invoice, claims Benefits), customer care & service Industry with proven track record in resolving customer issues, transition, process improvements, operations, training & development and transaction processing in BPO and service industry.

Expertise including ability to work independently, take initiative, adapt to change with ease and decision making through teamwork and coordination for improved quality. Demonstrated accomplishment in:

• Process Improvement • Process Documentation

• Associate Development • Client Interaction

**Career Highlights**

**EMDS**

**10th May 2021 to Till now**

Processing medical claims for US client after doing mandatory check’s . Working for U.S health care systems. Also working as a verifier doing end to end reporting to manager. and we have to called provider and ask what is the status of Account and after we processed as per SOP. .

* Work on Accounts
* Worked for major Provider like VDHL , Ross stone, Swo
* Work on process documentation like updating SOPs, Checklist and exception matrix etc.
* Creation of reports used for daily reporting using look-up, pivots and important functions etc.
* Doing Root Cause Analysis of external and internal misses at the same time conducting internal meeting to bring all on the same page.

* Monitoring day to day work for my client and ensuring its completion or follow-up if required & this include high complex task to regular ongoing work.
* Adherence to the TAT and SLA without a Miss.
* Interacting and communicating with onshore counterparts for issue resolution.

**Optum Global Solutions**

**15th May 2019 to 07May 2021**

Processing medical claims for US client after doing mandatory check’s . Working for U.S health care systems. Also working as a verifier doing end to end reporting to manager.

* Work on Claims.
* Work on process documentation like updating SOPs, Checklist and exception matrix etc.
* Creation of reports used for daily reporting using look-up, pivots and important functions etc.
* Doing Root Cause Analysis of external and internal misses at the same time conducting internal meeting to bring all on the same page.

* Monitoring day to day work for my client and ensuring its completion or follow-up if required & this include high complex task to regular ongoing work.
* Interacting and communicating with onshore counterparts for issue resolution.

***Ansco Systems PVT Ltd.***

***09th February 2018 – 14th May 2019***

Worked as a assistant accountant having knowledge of filling and handling bill and monthly invoices end to end bases. Maintaining accounts for the company.

***Assistant Accountant***

* Maintain bill’s on daily basis.
* Transaction processing
* Preparing monthly data for expenses.
* Progress Report (Weekly), Average Handling Time (AHT) Report (Daily basis).

* Completion of task well in time with utmost care and trying to meet and client expectations.

**MIS \ Quality \ Strengths**

* Report Generation –Preparing & monitoring daily/weekly/monthly reports with the help of important function, V- lookup & H-lookup, Pivot etcs.

**Education**

* Passed Bachelors in Commerce from Delhi University ( Sol )
* Passed Senior Secondary Exam of C. B. S. E.
* Passed Secondary Exam of C. B. S. E.

**Awards \ Recognition**

* Got **Appreciations from Manger & Leadership** for achieving high degree of accuracy.

**IT Skills**

MS Excel, MS Word, PowerPoint & Outlook.

**Personal Details**

* Date of Birth : 24th June 1995
* Hobbies : Playing Badminton and cricket.
* Father’s Name : Mr. Rajeev Kumar Sachdeva .