**SANJEEV SHARMA**

**A 72/2 fifth Floor, Gali No 1 , Saket -110017**

**Sanjeevsharma757@gmail.com**

**MOBILE: 7006340071**

**WITH MY KNOWLEDGE I WANT TO DEVLOP and avail THE Ample opportunity for Achiving my organizational**

**as well as personal goalS**

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| **Work Experience** |

* Worked With EMDS Noida as senior analysis from march 20th of 2021 till oct 30th
* Handling rejection and AR follow up queries
* Making call and process claim accordingly

\* Worked with Medcloud private ltd as a senior associate from April 6th 2020 to till. July 8th 2020.

working for DME process team of us healthcare.

1). Handling. DQT , loan

2) Handling BCBS LO AN, worker compensation received orders after checking. we. have to

we have to process and. deliver. equipments live DVT, Compression , cold. machinery to

to patient address.

3). Creating DT (Delivery ticket)

* **Worked with R1rcm global private ltd. as a senior executive from Aug 21 ,2018 to till Dec 28th 2019 ,working for correspondance dash board team of U,S health care.**

**1) Handling CD loan,pre authorization**

**2) payer correspondence , payer report.**

**3) Denial and process all the loans .**

* **Worked with cogent as a executive from 27 June 2017 to till 30 July 2018. Working for Kent RO .**

**1) Hendling installation call, service call and complain call.**

**2) solving customer query.**

* **Worked with IGATE as a Financial Associate from 21 December 2012 to till 31 August 2015.**

Working For **Personal deposit Account and Loan Collection** team of RBC(Royal Bank of Canada).

1. Reconciliation of General Ledgers and client accounts.
2. Handling Loan Collection – Active and Inactive Accounts.
3. Providing assistance to RBC’s Branches in clearing documents – Cheques, Statements, Electronic transfers, Money Orders and Draft.
4. Provide necessary information about various transactions by investigating, verifying and monitoring client transactions.
5. Handling of Corporate and Personal client queries.
6. Notify client and different branches for any defaults.
7. Rectifying the errors by using variousapplications like – Oracle – People Soft, SIEBEL, IRIS, Sales Platform, Service Platform, OnDemand, PDA History.
8. Handling of Corporate and Personal client queries.
9. Serve as training resource for new team members.

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| **Achievements** |

* Provided training for newcomer and got cross trained in sub process.
* Got many prizes in school as well as collage level for various curriculum activities.
* Selected as best executive for completing the target with time period
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* Selected as best executive for completing the target with time period
* Got Shared success award from Client side.
* Got many rewards and recognition from company side for meeting target and achieving goal.

**Qualifications**

**PROFFESSIONAL**

* Passed M.B.A in Finance & Marketing Course from University of Jammu in 2011

**ACADEMIC CREDENTIALS**

* Passed B.B.A in Finance from University of Pune . in 2009
* Passed 12th from KV Singtam ( Sikkim) In 2006
* Passed 10th from KV Singtam (Sikkim) In 2004

**Area of Specialization**

Finance and Marketing

**Internship Training**

**N.H.P.C LTD**

Study of “Salary Structure ,Distribution and Tax Deduction ” for N.H.P.C Employees.

**Personal Details**

Father’s name : Mr.Kartarchand

Marital status : Single

Permanent Address : Reassigramorde Plot No:6 J&K

Languages Known : English and Hindi

Preferred Location : Anywhere in India

**Date:**

**Place: (Sanjeev Sharma)**