



Abhijith Chemban Sreedharan

Associate

Highly efficient [Associate] well established in fast-paced and challenging environments. Eager to learn with aptitude for applying new knowledge with skill and efficiency.

Contact

Phone

9892127968

Email

abhijithcs811@gmail.com

Address

201- QN Greens, Q wing Taloja Phase 2
Navi Mumbai Maharashtra

Nationality : Indian

Education

2022

Business Management Studies (BMS)
Pillai College Panvel, Mumbai University

2019

HSC State Board , Atomic Energy junior
College

Expertise

- Spreadsheet Management
- Mail Handling
- Advance Excel
- Microsoft Office
- Data Extraction
- Strong Convincing skills
- Strong Verbal Communication

Language

English

Hindi

Marathi

Malayalam

Experience

○ 2023 July - 2024 Present

Switrus Holidays Pvt Ltd (Sales and Documentation Executive)

- Create Booking Confirmations
- Documentation
- Handling Customer queries ,Prepare rooming list
- Client Coordination

○ 2022- 2023

IKS Inventurus Knowledge Solutions

Design and Development/ Enabling (Associate)

- Obtain and review patient insurance information and eligibility verification to obtain prior Authorization
- Obtain referrals from Insurance companies prior to procedures
- Provide Insurance companies with clinical information
- Review Patient health information
- Providing Client Information

○ 2021 (2 Months) **Internship**

Advisor Zaroori Hai (Financial Internship)

Conducting Financial advisory sessions

Coordination with the Companies

○ 2019-2020 **Achievers Academy**

Office Staff

Developed correspondence letters, memos and emails.

Dealing with Customers , Providing Course Information

Declaration

I here by declare that the above mentioned information is true to the best of my knowledge.