

RESUME

PAWAN RAWAT

Present Address

Hno-1223 Sec-56 Ballabhgarh
Near-Bird Machine Pvt Ltd
Faridabad Hr-121004
Mobile-9650636002,8595766229
Email- pr3956506@gmail.com

OBJECTIVE:

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization's objectives and also attain my career targets in the progress.

ACADEMIC QUALIFICATION:-

- 10th passed from HBSE Board 2010.
- 12TH Passed from CBSE Board 2012.
- BBA Passed from IIMT 2016.

COMPUTER EDUCATIONAL

- Computer Basic & Net Surfing.
- MS Excel - (Index,Match,Sumif,Data validation,Vlookup,Hlookup,Pivot table,etc)
- Tally

EXPERIENCE: -

GH PACKAGING PVT LTD, Faridabad. Work with As a Office assistant, Field Executive. (2013-2017)

ROLES AND RESPONSIBILITIES

1. Processing invoices in Tally ERP
2. Do Field work on weekly basis and on alternative days
3. Do backend work like storing and organizing data in excel.
4. Maintain the excel tracker of clients as well as for organization

HEALTH INSURANCE TPA OF INDIA LTD, Noida. Working with Enrolment Document Management As a Executive. (2017-2022)

ROLES AND RESPONSIBILITIES

- 1. Knowledge of Field Investigation health insurance claims and backend work.**
- 2. Scanning the Health insurance claims & policies papers in omni Scanner software.**
- 3. Knowledge of payment processing of health insurance claims.**
- 4. Making of inwards of health insurance claims & policies.**

PERSONAL DETAILS: -

Name	:	PAWAN RAWAT
Father's Name	:	SHRI PREM SINGH RAWAT
Date of Birth	:	27/09/1992
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Unmarried
Languages Known	:	Hindi, English,

I hereby declare that the above information 's are true to best of my knowledge.'

Place:

(PAWAN RAWAT)