

Sakhare Vasti, Hinjawadi

Pune- 41105

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Chetan Jagtap

OBJECTIVE

To succeed in an environment of growth and excellence, earn a job which provides me satisfaction and self-development and help me to achieve personal as well as organization goals.

EMPLOYMENT SUMMARY

Infosys BPM Limited, Pune

1st March, 2022 – Till now

Designation – Process Executive

AETNA CG-A Process. (USA Healthcare)

Processed the cases as per patient's medical records with the help of various applications. Interacted with the onsite team and US counterpart; Meeting quality benchmark and client SLAs. Followed workflow processes as per the SOP. Organized reports. Used Domain knowledge/experience in claims processing. Managed process of 18-20 cases per day

ACHIEVEMENTS & AWARDS

- Raising Star 2023
- Spot Awards.

STRENGTHS

- Goal-oriented & Dedicated.
- Ability to align myself towards the Management & Company goals.
- Look at every challenge as opportunity to learn and improve.
- Team Coordination.
- Eagerness to finish the work.
- Effective communication and excellent customer handling skills.
- Strong analytical & balanced skills.
- Core Accounting
- Account Receivable / Payable
- Bank Reconciliation

TECHNICAL STRENGTHS

- **Operating System** : Windows XP, Windows 7, Windows 10.
- **Package known** : Microsoft office Outlook, MS Excel, MS Word,
- **Application** : Tally ERP 9.0

ACADEMIC QUALIFICATION

EDUCATION	YEAR OF PASSING	COLLEGE/SCHOOL	UNIVERSITY	PERCENTAGE
MBA	2021	JNN Institute of Management Phaltan, MH,	KOLHAPUR	68.00 %

BBA	2019	Mudhoji College, Phaltan Phaltan, MH	KOLHAPUR	71.59 %
HSC	2016	Venutai Chavan High School And Jr. College Phaltan, MH	KOLHAPUR	65.17 %
S.S.C	2013	Venutai Chavan High School And Jr. College Phaltan, MH	KOLHAPUR	62.10 %

PERSONAL PROFILE

Name : Chetan C Jagtap
 Date of birth : 12th Feb 1998
 Gender : Male
 Nationality : Indian.
 Marital Status : Unmarried
 Languages Known : English, Hindi, and Marathi.

DECLARATION: - I hereby confirm that the information given here is true and correct to best of my knowledge.

Place: - Pune

Date :-

(Chetan C Jagtap)