

NAME : SANCHIT KARLE

Date Of Birth
13-March-1997

PERSONAL DETAILS



Address: Building No.D-6/Room No.105, Adarsh Co-Hsg Society, Sector - 9, Gharonda , Ghansoli , Navi Mumbai , Pin Code - 400701.

Mobile No : 9819132959

Email id : sanchitkarle97@gmail.com

Marital Status : Single

CAREER OBJECTIVE :

To work in a competitive and challenging environment, to contribute best of my ability and knowledge towards growth and development of an organization. Also to widen my knowledge and sharpen the skills which would help me to be a successful individual.

WORK EXPERIENCE :

- A) Organisation : IKS HEALTH (Internship cum trainee)
- Designation : Revenue Cycle Representative (RCR)
- Description : **Being an Revenue Cycle Representative (RCR), provide patient revenue management support through the revenue cycle process, connect with clients in order to gather and process information, resolve issues regarding patient account statement and insurance billing scenarios, Responsible for calling insurance companies for follow up actions on outstanding Accounts Receivable (AR) process.**
- Experience: NOVEMBER, 2020–JANUARY, 2021 (2months internship)

- B) Organisation : RELIANCE JIO INFOCOMM LTD.

(Third party/off role: JOBUSS RESOURCES
PVT LTD.)

- Designation : Human Resources (HR) Executive
- Description : **Since HR Executive, the job profile is to ensure smooth functioning of hiring and onboarding procedures of newly recruited candidates and further carrying out document verification and conducting BGV i.e Background Verification of the candidates and subsequently coordinating with the senior HR hiring managers in end to end recruitment process with the daily reports for the said process.**
- Experience : FEBRUARY, 2021 - SEPTEMBER, 2021

EDUCATION QUALIFICATION :

Examination	University/ Board	Institute Name	Year	Percentage/Grade
Master of Commerce (M.COM In Accountancy)	Mumbai University	Ramanand Arya D.A.V. College	2018 - 2020	A Grade
Bachelor of Commerce (B.COM)	Mumbai University	Ramanand Arya D.A.V. College	2016 - 2018	A Grade
H.S.C.	Maharashtra Board	Ramanand Arya D.A.V. College	2015	72%
S.S.C.	Maharashtra Board	Vikas High School	2013	80.72%

TECHNICAL SKILLS (I.T) :

MS – CIT	MSBTE passed in July 2015
TALLY ERP (Including GST)	AICTE passed in October 2018
Advanced Excel	AICTE passed in December 2018

ACADEMIC PROJECTS :

- a) A study on comparative analysis of brand Nokia and Samsung Mobile:

Studied market strategies and competition of Nokia and Samsung Mobile.

Prepared questionnaire on the basis of market survey and feedbacks from the customers.

- b) Analysis of Effect of Budgeting and Budgetary Control of Central Coal Ltd:

Studied budgetary control on Central Coal Ltd. Prepared data from Company website, conducted research by collecting past data of company.

ACHIEVEMENTS :

- a) Secured Subject topper in Direct and Indirect taxes during Graduation career.
- b) Certification in Financial Modelling and Valuation offered by Internshala training on digital learning.

SKILLS :

- Ability to learn things quickly and also enthusiastic to work in a dynamic environment.
- Strong Interest in trading.
- Punctual, smart working and multi-tasking.
- Languages known are English, Hindi and Marathi.

HOBBIES :

- Watching movies and listening music during leisure.
- Playing Cricket and Hanging out with friends.

❖ I hereby declare that the above facts stated are authentic and true to the best of my knowledge.

DATE :

PLACE : Navi Mumbai

(SANCHIT KARLE)