

CURRICULUM – VITAE

SHEKHER SHARMA

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CAREER OBJECTIVE:

To work and achieve and acquire more knowledge and skill in a storage and healthy team work Environment and render services to organization with my skill and ability. To become a Successful and Hard Working attitude.

EUDCATIONAL QUALIFICATIONS:

S.NO	EXAM PASSED	BOARD/UNIVERSITY	YEAR
1.	10 TH	CBSE BOARD	2007
2.	12 TH	CBSE BOARD	2009
3.	B.A PROGRAMME	DELHI UNIVERSITY (GRADUATE)	2013

TECHNICAL SKILLS:

- Having Typing Knowledge of English (65) & Hindi (40 Wpm).
- Basic Knowledge of Computer.

Software Knows: - (Window 2003-07-10)

- (A) M.S. Word, Excel, & Power point.
- (B) Internet.

- Having certified course of **Desktop Publishing (DTP)**.
Software Knows:- CorelDraw (Version12, 13,14), Photoshop (7.0) & PageMaker (7.0).
- Having good knowledge of MIS “MANAGEMENT INFORMATION SYSTEM”.

WORK PROFILE:

- Presently Working with **Optum Global Solution India Pvt Ltd** as a Claim associate since 01st, August, 2018 in PCRL process under combination of **Facility Demographic Project** of U.S.

Job Responsibilities:-

- A. Working with Combined software's of Cosmos, NDB, CSP Facets etc.
 - B. Keeping the US provider (United health group) details updated.
 - C. Maintain US provider's profile and set rates as per plan they have.
 - D. With the help of OHBS Facets application, we enroll the new providers and give the benefits of united healthcare.
 - E. Currently working as a Auditor in facility demographic section for onshore provider quality.
- 7 Year Worked Experience with **Competent Software Pvt. Ltd.** as a Backend Data Analyst in **Mortgage Process** (2011-2018).

Job Responsibilities:-

- A. As a mortgage data analyst with located as US Provider.
 - B. Working lodge with judicial and non judicial counties of US States.
 - C. To identify the mortgage and lien documents portal and progress & update as per us provider requirement & updates.
 - D. Working base with mortgage, deed and lien documents of US states.
- 6 Months Experience as a Computer Operator in **DTP** process.

Job Responsibilities:-

- A. As a computer operator working with Photoshop and coral draw section.
- B. Photo background developer & customize the photo related ideas with the help of manual software.

STRENGTHS:

- Hardworking & a good learner to their work.
- Develop possible solutions.
- Create a plan to achieve the goals.
- Gather and assign resources.
- Analyze the relevant information
- Choose the best solution and implement it for better result.

Self-Declaration

I hereby all the information mention on my resume is true & correct at my end.

Date:...../..../.....

Place: New Delhi

(SHEKHER SHARMA)