

ACADEMIC QUALIFICATIONS

Qualification	Institute	Year
B. A. In Psychology, Journalism & English	Garden City College of Science & Management Studies, Bangalore University	2014
I. S. C.	Ispat English Medium School, Rourkela, Odisha.	2011
I. C. S. E.	St. Joseph's Convent School, Rourkela, Odisha.	2009

WORK PROFILE

Profile Summary	<ul style="list-style-type: none"> Well versed with MS Excel, PowerPoint & Word Experience of working & delivering under pressure Skilled in working in multicultural, virtual & multi-country working environment
Personality Traits	<ul style="list-style-type: none"> Capable of grasping concepts quickly with an eye for detail Good stakeholder management & influencing skills Excellent problem solving & critical thinking abilities Comfortable with ambiguity & a resilient mind-set
Social Media Quotient	<ul style="list-style-type: none"> Social media presence across Instagram, Twitter, Facebook, Pinterest, etc. Savvy with apps across the spectrum with an ability to analyse impact & imprint
Extra Curriculars	Content Writing & Sketching
Languages Known	<ul style="list-style-type: none"> English, Hindi and Odia
June 2014 – Aug 2018	
Ivory Beauty Salon	
Key Deliverables	<ul style="list-style-type: none"> Responsible for managing and handling customer experience.
March 2023-October 2023	
Greenway Health	
Client Care Specialist Key Deliverables	<ul style="list-style-type: none"> Understanding the contractual terms and executing them for practices and doctors across the U. S. Handling the financial operations in areas of billing, collections, and contract negotiation Handling cases with each client which includes various practices. Handling Third party financial operations in the organization. Continually adapting to the organization's constant change in working methods. Working strongly in a stressful environment with a strength of 6 in the department across Greenway Health.

