**RESUME**

# Kshitija Satish Dhumale

Building No 29 Room No.01, LIG Colony Kurla West

Vinoba Bhave Nagar,

Mumbai -400070

Mobile: 9819308797

Email Id: - kshitijadubal@rediffmail.com

**Objective:** To work in an organization where I can apply the best of my knowledge and strive to achieve success for the organization and myself, thus improving my skills thereby.

# Professional Experience:-

## Worked as Billing Executive at K J SOMAIYA HOSPITAL AND RESEARCH CENTER Since August 2016 – July 2022

* Handling queries of customer.
* Managing Cash Counter.
* Collection of cheque/DD/card/cash/online payments.
* Follow up regarding pending bill payment.
* Tpa (insurance)settlement/corporate settlement
* Refund process

## NMMC From Feb 2012-Aug 2016

worked as cashier.

* Handling queries of customer.
* Managing Cash Counter.
* Collection of cheque/DD/card/cash/online payments.
* Follow up regarding pending bill payment.

## TATA AIA LIFE INSURANCE CO. LTD from June 2008-Feb 2012

Worked as a Cashier/Executive

Job Profile Handling

* New Business Login.
* Agency Contracting.
* Accounts &Administration
* Agent Form Login.
* Claim procedure.
* Handling of intra-day cash/cheques collections

**CROMA ELECTRONICS MALL. From June 2007-March 2008**

Worked as sales Executive.

# Educational Qualification

•Modern College year-2007

Successfully completed B. Com from Mumbai University.

•Peoples Education Society year -2003

Successfully completed HSC state Board Maharashtra .

•Dnyandeep Vidyalaya Seawood, Mumbai year -2001 Successfully completed SSC State Board Maharashtra .

# COMPUTER PROFICIENCY

Operating System **:** Windows 98 & 2000

Application Software **:** MS Office 2000 (Word, Excel, Power

Point, Out Look &Internet)

# Personal Profile

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| --- | --- | --- |
| **Date of Birth** | : | 16th Feb 1985 |
| **Sex** | : | Female |
| **Languages Known** | : | Marathi, English & Hindi |
| **Marital Status** | : | Married |
| **Interests & Activities** | : | Traveling, Listening music |
|  |  |  |
| **Declaration** | : | The above statements are true to the best of my |
| **Date** : |  | Knowledge and belief. |
| **Place** : **Mumbai** |  |  |

**KSHITIJA SATISH DHUMALE**