**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**