

# CURRICULUM VITAE

**Victor Nandi**

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**Address: Madhyamgram New Khulna Pally,**

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**Lane No: 10, P.S:- Madhyamgram,**

**Dist: 24<sup>th</sup> Pgs (N), Kolkata-700130,**

## **CAREER OBJECTIVE:-**

- ❖ To work in an environment where I can utilize and expand my knowledge in financial management there gaining experience achieving business related goals.
- ❖ Looking forward for a long-term association, where individual skills, sincerity, initiative and intelligence are recognized.

## **Experience:-**

### **Present Experience:-**

- ❖ Working at AMRI Hospitals Ltd-Saltlake as TPA/Insurance In charge,
- ❖ Insurance Billing/Collections.
- ❖ Outstanding Reconciliations
- ❖ Contracting with TPA & Insurance Companies.
- ❖ Health checkups.

### **Past Experience:**

- ❖ Sales Executive of ICICI Bank at Brabourne Road from June 2005 to July 2006.
- ❖ Worked as an Executive at “Era Agency” (Sonarpur) from Aug 2006 to Dec 2006
- ❖ Worked as an Executive at “Samsung Mobile agency” (Bangur Avenue) Jan 2007 to June 2008.
- ❖ Executive of Provider Networking and Relations in Paramount Health Services (TPA) Pvt. Ltd from July 2008 to Aug 2011.
- ❖ Executive of Provider Networking & Relations in Health Quarters India Pvt Ltd (Joint Venture with Paramount Health Services TPA Pvt Ltd) for Health Cheque up, Pre employment health check up, Pre-policy health check up etc.
- ❖ Working as TPA/Insurance Billing in Charge, Designation: Asst. Manager, at AMRI HOSPITALS LTD-SALT LAKE UNIT from 04<sup>th</sup> August 2011. (Outstanding Follow up, Query Reply, Follow up for Deductions, Outstanding Reconciliations, Payment Collections, Legal Issues, All type of Reports making for TPA / Insurance cases etc.)

**Additionally operational work on billing & accounts is there in my job Profile. I am also handling the court cases for legal matters against insurance cases for AMRI SALT LAKE UNIT.**

**Nature of Work:**

- ❖ Controlling the TP/Insurance billing.
- ❖ Payment Collections against Insurance Billing
- ❖ Billing arrangement.
- ❖ Report Arrangement.
- ❖ Query Reply.
- ❖ Deduction Reply.
- ❖ Outstanding Reconciliation.
- ❖ Corporate/Customer Relation.
- ❖ Payment adjustment in tally.
- ❖ Regular Visit to TPA, Insurance & Corporate.
- ❖ Drafting for any Insurance & Billing issues.
- ❖ Financial & Bank related work
- ❖ Petty Cash Handling
- ❖ Legal Matter Handling

**Education:-**

- ❖ Madhyamik in the year of 2000 from New Barrackpur Colony Boy's High School
- ❖ Higher Secondary in the year of 2002 from Panihati Mahvidyalaya.
- ❖ B.Com (Honors) in the year of 2005 from Calcutta University

**Computer Skills:**

- ❖ Microsoft Office (Word, Excel, PowerPoint)
- ❖ Photoshop, Page maker.
- ❖ Tally
- ❖ Computer Typing Speed near about 30w/min.
- ❖ I-Soft (Hospital Billing Software)

**Personal Qualities**

- ❖ Enjoy new challenges & ready to take on extra responsibilities to get work done.
- ❖ Enthusiastic and committed to maintain quality and efficiency.
- ❖ Fast & self-directed learner, work effectively independently or as team player.
- ❖ Problem solving.

**Personal Details:**

- |                   |                           |
|-------------------|---------------------------|
| ❖ Marital Status  | : Married                 |
| ❖ Father Name     | : Sankar Nandi            |
| ❖ Languages Known | : Bengali, English, Hindi |
| ❖ Date of Birth   | : 22nd August 1983        |
| ❖ Nationality:    | : Indian                  |

**Expected Salary: Negotiable.**

Date: .....

Victor Nandi

Place: .....

Applicant's Signature