**CONTACT**

* House no 158/04, Shivraj Chowk Near Bhairavnath Temple Kondhwa Budruk Pune- 411048

• +91 8796975017

* Py671097@gmail.com
* DOB – 15/05/1997

**SKILLS**

*MS Office:*

* Word
* Excel
* Power point
* Outlook

*Google Drive:*

* Docs
* Sheets
* Slides
* Forms

*Interpersonal Skills:*

* Confidence
* Self-motivated
* Eager to learn new things

**OTHER**

* Tally ERP-9 Professional (Basic knowledge of tally)

Hobbies:

* Playing Video Games
* Fitness

Languages:

* English
* Hindi
* Marathi

Pintu Yadav

Seeking a challenging position of responsibility to utilize my knowledge & experience

with positive result by working hard and putting smart efforts towards the growth

of an organization.

**WORK EXPERIENCE**

**Mphasis Limited**

Transaction Processing Officer August 2023 to August 2024

Job Profile:

* Was a part of organon Intake Department.
* Process Is a Pharmacord (US Healthcare).
* We can process Enrollment From in that we can fill the Patient, Prescriber
* And Prescription information details.
* If there is something missing or spelling mistake then we have Create note.
* If all the information is correct then we send the Form to the provider.
* As I am a quick learner can adapt in new roles easily so was also part of small

Projects.

**Imperative Business Ventures Pune Maharashtra**

Executive January 2022 to June 2023

Job Profile:

* Was a part of CSR Department.
* Use to verify and process different types of documents like

(Aadhar Card, Pan Card, Voter ID)

* As I am a quick learner can adapt in new roles easily so was also part of small projects.
* Used to verify KYC of Customer.

**Eastern Enterprise, Pune Maharashtra**

Accounting Associate December 2020 to July 2021

Job Profile:

* Was a part of SMART BOOQING Department.
* Use to verify and process different types of documents (invoice’s).
* As I am a quick learner can adapt in new roles easily so was also part of

small projects.

Academic Scores:

* Successfully completed B.com from Pune University with 55%
* Completed HSC from Maharashtra State Board with 59.23%
* Successfully completed SSC from Maharashtra State Board with 63.64%