



Kostub Chaturvedi

Senior Operations Analyst

Kostubchaturvedi85@gmail.com

+91 - (995) 375-7555

Career Objective

Seeking a position in a growth-oriented organization, where my technical skills, creativity and Knowledge are utilized to improve Business Functionality and achieve organization's vision.

Work Experiences

Sep 2020 - Present

Senior Operations Analyst at Finthrive

- Handling a team of 5-6 people and assigned clients of US healthcare.
- Working on Revenue cycle management for healthcare plans.
- Loading contracts as per SOPs within set of time.
- Ensure quality on the cases after performing all the checks.
- Creating and delivering reports to the clients.
- Working on Projects as per process requirements.

Nov 2019 - Apr 2020

Research Analyst at MagicBricks

- Handled a team of more than 3-4 people.
- Identification of new Real Estate projects.
- Performed Secondary Research on new projects.
- Performed quality checks on projects as per SOP's.
- Creating Reporting summary after performing all the checks.
- Delivering timely daily reports to the management team.

Mar 2017 - Apr 2019

Client Processor at Wipro Ltd

- Handled more than 10 Clients as a Team Processor.
- Analyzed and obtained the data of each client as per SOP's.
- Performed processing of each client assigned.
- Finalization of reports after all the checks performed.
- Delivering timely daily reports to the clients.

Skills

MS Excel

MS Word

MS Office

Power BI

Salesforce

MS Powerpoint

Google Sheets

Educations

College/school	University/Board	Degree/Standard	Passing Date	Percentage/Pointer
Institute of Management Technology	IMT	MBA	2019	61
College of Vocational Studies	University of Delhi	BA Vocational	2015	53
BBPS	CBSE	12th	2012	81

Awards & Achievements

- 1) Achieved Star of the quarter, month and Peer to Peer awards in previous and current org for various process development projects.
 - 2) Managed a Operations team of **7+ employees** for increasing efficiency in the department by **20%**.
 - 3) Implemented 3+ **operating strategies** leading to a **30% increase** in the productivity.
 - 4) Provided refresher sessions for the process enhancement.
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Personal Information

Date Of Birth	31-08-1994
Nationality	India
Father's Name	Pradeep Chaturvedi
Marital Status	Single
Gender	Male
Languages Known	Hindi,English
Hobbies	Basketball,Listening music,Travelling
Strengths	Leadership Experience,Self-motivated,Active listening,Communicating
Address	C-225, Tower-7, River Heights, Raj Nagar Extension, Ghaziabad, Uttar Pradesh, India

I hereby declare that all above information is in correct with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

Date : 22/12/2022

Kostub Chaturvedi