

Profile Summary

I am a dedicated and detail-oriented professional with an MBA in Finance and Human Resources. My academic background has equipped me with a strong foundation in financial management and human capital strategies. I have practical experience gained through an internship at a reputable bank, where I honed my skills in financial analysis and customer service. Currently, I am working at MediBuddy, where I have been contributing for the past 7 months. In my role within the dental department, I focus on appointment confirmations, ensuring that patients receive timely and accurate information. I efficiently utilize various portals to manage data for different providers, enhancing the quality and accessibility of information.

Additionally, I am involved in auditing processes for various AI providers, ensuring compliance and accuracy in service delivery. My ability to manage multiple responsibilities and my commitment to quality make me a valuable asset to any team.

Skill Highlight

- Highly responsible with a sense of Leadership Skills along with being a team player.
- **Financial Analysis & Reporting**
Strong understanding of financial statements, budgeting, and forecasting.
- **Human Resource Management**
Proficient in talent acquisition, employee relations, and performance management.
- **Banking Operations**
Practical experience with banking processes, customer service, and financial products from your internship at Jammu and Kashmir Bank.
- **Problem Solving & Decision Making**
Capable of analyzing issues and making informed business decisions to enhance operations.
- **Leadership & Teamwork**
Experience working in teams and leading group projects during your MBA and other activities.
- **Communication Skills**
Effective written and verbal communication for clear business interactions.
- **Customer Relationship Management**
Ability to build and maintain positive client relationships in banking and business environments.
- **Project Management**
Skilled in planning, executing, and managing projects within set timelines and budgets.
- **Adaptability & Flexibility**
Ability to adapt to changing business environments and manage diverse tasks efficiently.
- **Time Management**
Strong ability to prioritize and complete tasks within deadlines.
- **Cricket Teamwork Experience**
Leadership, strategy, and teamwork skills gained from playing cricket, which translate well to business environments.
- Natural organizer who can multitask whilst a complex and high volume of work.

Workshops

- CHATGPT & AI TOOLS
- Finance & HR
- Business and personal growth
- Mind management
- Excel using AI

Key Skills

- Risk Assessment
- Communication skills
- Fraud Investigation
- Time management
- Customer Service
- MS office
- MS excels.
- People management
- Fraud prevention
- Quick learner
- Processing transactions

Work Experience

J&K Bank, SRINAGAR | AUGUST- OCTOBER' 24

Assisted in evaluating and processing microfinance loan applications for small businesses and individuals.

Conducted financial assessments and risk analysis to determine eligibility for microloans.

Position: Operational management trainee
Company: MediBuddy
Duration: January to July 14, 2025 (7 months)

Key Responsibilities:

1. Dental Department Confirmation:

- Responsible for confirming appointments and managing schedules within the dental department to ensure seamless operations and high customer satisfaction.

2. Data Management:

- Utilize various provider portals to ensure accurate and timely data delivery, facilitating better service provision and decision-making.

3. AI Provider Auditing:

- Conduct audits of different AI providers to assess performance, identify areas for improvement, and ensure compliance with organizational standards.

Skills and Tools:

- Proficient in using provider-specific portals and data management tools.
- Strong analytical skills with a focus on auditing and quality assurance.
- Excellent communication and coordination abilities.

Education

MBA | 2024

AL-Ameen institute of management studies – Bangalore

BBA | 2022

Chandigarh Group of Colleges

Class XII | 2018

M.L higher secondary school, Srinagar.

Class X | 2016

Legends School – Srinagar

Personal Details

Date of Birth

29th June, 1999

Language

English, Urdu, Hindi, Kashmiri

Permanent Location

Srinagar - India

Hobbies

Painting, Cycling, Cooking, Cricket