

CHANDAN GUPTA

📍 Mirzapur, India 📞 + 91 9140792596 ✉ chandangupta8565@gmail.com

Summary

Experienced billing professional equipped with exceptional time-management and leadership skills. Successfully supervised teams, ensuring efficient billing processes and achieving targets. Proficient in managing high-volume accounts, accurately processing invoices, and resolving billing discrepancies. Proven ability to prioritize tasks, meet deadlines, and enhance overall billing efficiency. Demonstrated expertise in collaborating with cross-functional teams to streamline operations. Seeking new opportunities to leverage experience and contribute to organizational success.

Experience

COMPUTER OPERATOR • Hero Motorcycles

Jan 2019 - Present

Implemented streamlined billing processes to ensure accurate and timely insurance claims processing. Collaborated with cross-functional teams to identify and resolve billing discrepancies, resulting in a 20% reduction in billing errors. Improved efficiency by implementing automated billing software, resulting in a 30% reduction in processing time. Demonstrated exceptional attention to detail and consistently met or exceeded billing targets. Enhanced customer satisfaction by promptly addressing billing inquiries and providing comprehensive explanations.

SALES TRAINEE • TVS Motors

Feb 2018 – Jan 2019

Focus on increasing the sales and supervise the sales process by following up on orders, deliveries, and collections. Ensure achievement of sales target for each segment and product in the assigned region through regular follow up with all channel partners.

Education

Bachelor of Commerce - BComm • Mahatama gandhi
kashi vidyapeth

Jul 2017 - May 2019

EDUCATION:

- Graduated with a Bachelor's degree in Accounting.
 - Acquired in-depth knowledge and expertise in financial reporting and analysis.
 - Demonstrated proficiency in various accounting principles and techniques.
 - Completed coursework in auditing, taxation, and managerial accounting.
 - Excelled in financial management, cost accounting, and budgeting.
 - Developed strong analytical and problem-solving skills.
 - Committed to staying updated on industry regulations and best practices.
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Skills

Billing,

Data Entry | Attention to Detail | Document Organization | Communication Skills | Phone & Email Etiquette | Organizational Skills | Time Management | Remote Technology | MS Office | Online Calendars | Proactive | Adaptable | Willingness to Learn

Certification and Training –

-A.D.C.A

-CCC

Personal Details –

Father's name – Mr. Manik Chandra Gupta

Mother's name – Mrs. Sarika gupta

DOB – 19/01/1998

Gender – Male

Marital status – Single

Strength – Hard working, Friendly, Patience, Adaptability & Self discipline.

Language – Hindi & English

Religion – Hindu

Nationality – Indian

Place – Mirzapur, U.P. (231001)

Chandan gupta

Date -

