

Jayesh Chauhan

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

Education History

HSE

Mumbai University 2015

Expert Skills

- Time management
- Communication skills
- Negotiation
- Selling and marketing

Contact

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Thane, Maharashtra

Work Experience

TELE COMMUNICATION ASSISTANT

Pristine Technologies (Dubai) | May 2022 - June 2024

- Handle both incoming and outgoing calls.
- Provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution.
- Keep records of customer interactions, process customer accounts, and file documents.
- Preparing weekly and monthly reports.
- Understanding and promoting company programs.
- Obtaining deposits and balance of payment from clients.
- Calling clients to evaluate needs or promote products and services.
- Answering client questions about credit terms, products and prices

ASSOCIATE AR {US HEALTHCARE}

Wipro (Mumbai) | May 2021 - Feb 2022

- To review medical bills and collect information, as well as the status of claims, using the provided applications and websites.
- Approaching and managing relationships with Clients.
- Manage accounts receivable by ensuring accurate and timely follow-up.
- Responsible for resolving customer complaints.