

## **CURRICULAM VITAE**

### **Harisha Kasargod**

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### **Career Objective:**

To obtain a creative and challenging position in an organization that gives me an opportunity for self-improvement and leadership, while contributing to the symbolic growth of the organization with my innovative and logical skills

### **Core Competencies:**

- **Inventory management**
- **Warehouse management**
- **Stock control**
- **Purchase order**
- **Documentation flow**
- **Stock transfers**
- **Data Entry**
- **Supervising**
- **Process associate**
- **Billing & Accounting**

### **PROFESSIONAL EXPERIENCE**

Name of the company: **S & S SOLUTIONS**  
Place : Mangalore  
Designation : **Senior Process Associate**  
Period : September 2020 to Present

### **COMPANY PROFILE**

S & S Solutions is USA based Teleradiology Company. It is a complete end-to-end radiology service with Remote radiology solutions.

Teleradiology with headquarters in Orlando, FL, Tele radiology provides superior tele radiology coverage to diagnostic centers, hospitals, and mobile x-ray companies, 24x7x365.

Teleradiology service handles all cases around the clock even during off-peak hours, so the radiologists don't have to be on call 24 x 7. It manipulates technology to create a higher quality report to patients in a shorter amount of time. The secured state-of-the-art workflow enables team of US Board Certified doctors to view and provide a preliminary read for off-hours cases. This helps the facility read reports quicker and with premium quality thereby ensuring improved patient care.

This certifies quick and secure access to their services from any location any time.

## **WORK PROFILE**

- Responsible for posting medical charges and payments in a timely and accurate manner.
- Charge corrections, refunds, and adjustments in accordance with cash posting procedures ensure health providers are paid for medical services rendered.
- Responsible for the accurate flow of medical information and patient data between physicians, patients and third-party payers.
- Verifying correct insurance filing information on behalf of the client and patient
- Verifying receipt of all patient registration data from client and notifying client of potential coding problems.
- Prepare, review, and transmit claims using QuickBooks including electronic and paper claim processing. Research and appeal denied claims.
- Responsible for processing all insurance & patient payments,
- Handling emails, following up on pending bills and dues from clients. Maintaining quick book accounts with a detailed information.

Name of the company: **VORTEX REFRIGERATION COMPANY LTD.**

Place : Lusaka, Zambia.

Designation : **Warehouse Manager**

Period : June 2018 to August 2020

## **COMPANY PROFILE**

Vortex Refrigeration Company Limited was established in 1977 with the objective to supply, install and deliver support services to the Zambian Industrial and Commercial sector involving Refrigeration, Heating, Ventilation and Air-conditioning (HVAC), Cold Rooms and Freezer Rooms. Vortex strives to offer the finest quality design, site preparation, cost estimates, construction, repair, and alteration to clients needing large scale refrigeration and air conditioning services,

Whether it be office buildings, warehouses, large apartment complexes, public works, etc.

## **WORK PROFILE**

- Managing the daily warehouse operations and supervision of warehouse staff, Oversee inventory control, processing of daily orders and shipping/receiving activities.
- Managing a team of up to 15 employees within the warehouse.
- Ensures effective utilization of warehouse areas and observes proper loading, Unloading, stocking and safekeeping of items to maintain the quality of finished goods in Order to prevent product damage and avoid occurrence of pilferage, accidents and Occupational hazards.
- Inspect the levels of business supplies and raw material to identify shortages
- Record daily deliveries and shipments to reconcile inventory
- Responsible for an accurate account of inventory, correct calculation of storage containers and inventory reports.
- Use software to monitor demand and document characteristics of inventory
- Place orders to replenish stock avoiding insufficiencies or excessive surplus
- Evaluate suppliers to achieve cost-effective deals and maintain trust relationships
- Collaborate with warehouse employees and other staff to ensure business goals are met
- Responsible for the warehouse security and accountability.
- Ensuring stock levels are managed and controlled effectively.
- Ensuring compliance with all Health and Safety regulations.
- Preparing cost of project report for every project.
- Producing incident and performance reports for senior managers.

- Making sure that all freight receipts and deliveries are carried out in time.
- Scheduling work to meet fluctuations in staffing levels & workloads.
- Visiting clients to monitor the quality of service they are receiving.
- Maintaining documentation and keeping accurate records of warehouse activities.
- Updating & maintaining computerized & paper based administrative records.

Name of the Company: **PERFORM MEDIA INDIA PRIVATE LIMITED**

Place : Mangalore, India

Period : July 2012 to June 2018

### **COMPANY PROFILE**

PERFORM is the world leader at broadcasting and commercializing sport in digital media. Through industry leading production, technical and commercial solutions, PERFORM maximizes the returns for sports associations, rights holders, football clubs, content publishers, bookmakers, media groups, mobile operators and broadcasters around the world.

DAZN is the part of Perform its world's first truly dedicated live sports streaming service, providing subscribers with unlimited access to watch the widest array of live and on demand sport on virtually any connected device. It offers subscribers the widest array of live sports ever on one TV service with over 8,000 live events a year; including NBA, NFL, Tennis, Motorsports, Boxing, Ice Hockey, Rugby, Darts and much more.

DEPARTMENT: **LIVE COVERAGE – DAZN**

Designation : **Senior Coverage Executive**

Period : Feb 2017 to June 2018

### **WORK PROFILE**

- Supervising employees, assigning duties, and creating a shift schedule
- Monitoring attendance, tardiness and time off
- Setting clear team goals, delegating tasks and deadlines for your internal team
- Oversee day-to-day operation and taking decisions on various challenging issues
- Monitor team performance and maintaining reports of team performance
- Positively Motivating editors
- Maintaining high quality of reports
- Organizing and meeting to discuss personal development plans
- Training new and current team members on tasks
- Handling customer issues and managing conflicts
- Reporting any issues that arise during the shift to management
- Provide recognition and constructive feedback throughout the shift

DEPARTMENT: **FOOTBALL**

Designation : **Data Editor**

Period : July 2012 to Feb 2017

### **WORK PROFILE**

- Enter sports data information into custom CMS
- Act as a single point of contact for phone calls and Emails for PERFORM's client services.
- Support of live event services and ensure procedures are followed before the
- Event of an Incident arising.
- Providing excellent communication by way of notifications and updates both written and oral to the business and external parties.
- Answer support queries from clients, account management and Remote offices in accordance with company policies and procedures.

- Collect player and event information for football
- Collect live scores and events for football
- Collect statistics of sports games and analyses data to ensure accuracy
- Report and resolve data discrepancies before being reported by QA/Clients
- Ability to multi-task across different sports and coverage levels
- Co-ordinate with different teams globally to fix data discrepancies
- Ensure that all issues are resolved in accordance with internal or external SLAs
- Meet individual standards and KPIs set by the organization
- Good knowledge of worldwide sports in general, including players and teams
- Meet or exceed annual KPI targets
- Work as part of a team, to tight deadlines, in a high-pressure environment;
- Quality analysis of all the live as well as upcoming sport events on day to day basis
- Heading internal QA checks for improvement and auditing

Name of the company: **Rao & Rao Commercial**

Place : Mangalore

Designation : **Assistant Accountant**

Period : Jan 2017 to Jan 2018

### **COMPANY PROFILE**

Rao & Rao Commercial Company is with the aim of providing a comprehensive range of accounting, financial and legal consulting, tax management, auditing and business process out-sourcing services.

### **WORK PROFILE**

- Maintain day to day books of Accounts in Tally,
- Maintain Internal Audit: Store and Accounts Book,
- Maintain Journal Entry Sale, Purchase & Invoice,
- Fixed Asset accounting, reconciliations and depreciation journals.
- Ensuring that information is accurately collated & entered into systems.
- Preparation of bi-weekly invoice and expense claim payment runs
- Maintain of all type accounting vouchers entry.
- Maintain bank reconciliation Statement and Reconciliation of Debtors & Creditors
- Assist in the preparation of monthly balance sheet account reconciliations.
- Inputting of supplier invoices and employee expense claims to the ledgers.

### **Educational Qualification:**

<b>COURSE</b>	<b>UNIVERSITY/BOARD</b>	<b>INSTITUTION</b>	<b>YEAR OF PASSING</b>
BBM	Mangalore University	Mangalore University Colleague, India	2012

**Courses:**

COURSE	INSTITUTION	YEAR
Diploma in MS- OFFICE-2000	Datapro Education & Training	2008

**Technical Skills:**

- Familiar with MS Office applications (MS-Word, MS-Excel).
- Working Knowledge of Windows and Internet.
- Knowledge of Tally. & Quick Books
- Basic knowledge of Pastel

**Languages known:**

English, Hindi, Kannada, Tulu

**Personal Details:**

Date of Birth : 01-01-1991

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I hereby declare that the above mentioned information is correct to best of my Knowledge and belief.