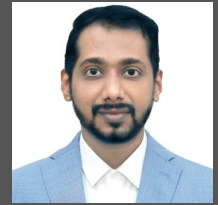


## PRATHAMESH MAHIMKAR

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### Objective

To establish a career wherein I can attain professional and personal satisfaction.

### Experience

16th February 2023 - Till  
date

#### **GFX Group Fitness Experience (WAVES FITNESS STUDIO)**

Administrator Officer

Analysing departmental documents.

After sales documintation for membership and renewal for studio membership looking after the expiry for current membership package.Perform initial department assessment to check if all documents are up to date.Doing sales and marketing task and company events.

In-charge for indoor and outdoor events, lay outing of posters and planning of effective marketing.

5th May 2017 - 8th June  
2022

#### **Fitnessime Gym Mamzar (Leejam Sports Company)**

Accounts assistant/ Administrator Officer

Administrator Officer Fitness Time.

Helping Accounts department for payroll and calculating commission structure as per company guidelines.

Handling company cash and bank deposits on daily / weekly basis.Making invoices as per system. Checking vendors email and reply in timely manner.

Good with basic Excel.

Administration.

Analysing departmental documents for appropriate distribution and filing.Perform initial department assessment to check if all documents are up to date.Monitor multiple database to keep track of all company inventory.Assist various department with documents organization and dissemination during acquisitions.

Making staff schedule.Liaising with other departments

Doing sales and marketing task.Doing company events

In-charge for indoor and outdoor events, lay outing of posters and planning of effective marketing.Assigned as Manager On duty, responsible in ensuring smooth club operation.

Awarded as Employee of the year in 2019.

Feb 2014 - January 2017

#### **MODIA Home Theatre Store India Pvt Ltd.**

SR.Subject-Matter Expert (SME)

E-Commerce (Amazon.com)(Ebay.com) From Order Processing to Delivery of the order.

( Pricing on Products)( Direct strategy on Sales)

Scanning and uploading of documents for Shipment for all amazon.com & Ebay.com Orders.

Handle documents professionally

Assuring we meet the clients demands and orders.

Keeping track of warehouse units.

November 2011 - May  
2013

#### **Tracmail India Pvt Ltd.**

Senior AR (Accounts Receivable) Collection agent / Customer Service Representative.

Maintaining a complete debt collection portfolio using the support framework designed. For clients (AMEX & BLUE CROSS BLUE SHIELD)

Keep track of assigned accounts to identify outstanding debts.

Plan course of action to recover outstanding payments.

Locate and contact debtors to inquire of their payment status.

Negotiate payoff deadlines or payment plans.

Handle questions or complaints. Investigate and resolve discrepancies.

Create trust relationships with debtors when possible to avoid future issues. Update account status and database regularly.

Alert superiors of debtors unwilling or unable to pay when necessary.

<i>April 2010 - May 2011</i>	<b>Inventurus Knowledge Solutions (IKS)</b> Subject-Matter Expert (SME) Medical Insurance Collections Insurance Billing (United Health Care & BlueCross BlueShield Insurance) U.S. filing Claims and Appeals to Insurance)
<i>January 2007 - April 2010</i>	<b>Wipro Bpo India</b> Senior Customer Service Representative Customer Service for United Health Group (UHG) Handling Inbound calls from Hospitals. Medical facilities and Doctors office.

## Education

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<i>2010</i>	<b>Delhi University</b> Bachelor of Business Administration A
<i>2007</i>	<b>Delhi University</b> HSC / Higher Secondary Certificate B
<i>2005</i>	<b>Mumbai University</b> SSC / Senior Secondary Certificate B

## Skills

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Oral and written communication skills both in English, Hindi & Marathi .

Computer Skills (Microsoft Office.)

Interpersonal and negotiating skills.

Emotional intelligence.

Team player, reliable and results oriented.

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