

Curriculum Vitae

ANUJ KOTHARI

Plot. No.42, HawaMangri, Link Road
Goverdhan Villas, Sector-14, Udaipur (Raj)
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Career Objective: -

To associate with a progressive organization that gives me scope to learn and apply my skills with the hard work that would dynamically work towards the growth of the organization.

Summary:

Dedicated Customer Service Representative motivated to maintain high customer satisfaction and contributed to company success with strong time management, high level of accuracy, efficiency and prioritization abilities. Having good knowledge in KPO, BPO, and other accounting and computer skills which helps me to do my task in better way.

My Personal Attributes: -

- I possess effective leadership qualities which is very much required in motivating & encouraging team members.
- I possess effective planning & organizing ability which is very much required in day-to-day challenges.

Total Experience: -

- **WoodenStreet in Udaipur** from December ,2018 to present in Business Development team as a Senior Chat Executive

Responsibilities: - Calls, Chats & Email.

Generating & converting (sales) leads of the customer for domestic & overseas region.

- **Ttec (Formerly MOTIF INDIA INFOTECH PVT LTD) in Ahmedabad** for 3+ years (Aug. 2015 to Sept. 2018) as a **Process Specialist**. I had worked for **eBay UK, USA, Ireland Canada, Australia, Netherland and Poland**.

Responsibilities:

- * Chats, Emails, Calls and Proactive
- * Seller account management & Listing reviewing as per the legal laws & eBay guidelines.

- **KVN Solution in Udaipur** as a Senior Research Analyst for 12 months (Jan 13 to July 2015)

Working in **Medical Billing and Coding** for US Health Org. in EHR Dept. for US California Health service like NHS&UHS etc.

Responsibilities: -

- * CPT, ICDs
- * Responsible of billing charge entry for compiling billing information, coding & ensuring all charges are posted accurately and timely.
- * Validating Medical records, Insurance, operative notes, progress, discharge note & Denial management.

Achievements: -

- Achieve Best performer award at several times.
- Supervise and support so many new batches on the floor (OJT)
- Suggest so many ideas and suggestion which are beneficial for the organization.
- Ranked 1st in inter school Gk quiz competition.
- Achieve several awards in sports, other co-curricular activities in school.

Qualification: -

Masters : M.com (Business Administration)
University : Mohan Lal Sukhadiya University (MLSU), Udaipur
Year : 2015
Percentage : 56%

Graduation : Bachelor's in commerce
University : Mohan Lal Sukhadiya University (MLSU), Udaipur
Year : 2011
Percentage : 55%

Senior Secondary
Board : CBSE
Stream : Maths- Commerce
Year : 2008
Percentage : 52%

COMPUTER LITERACY:-

- Tally ERP
- Ms-Office (Ms-Word, Excel, Power point)
- Conversant with Internet application and usage.

Hobbies and Interest: -

Listening to music, making short term goals, and striving for them, makes new friends.

Strength: -

- An effective communicator with exceptional relationship management skills with ability to relate to people at any level of business.
- Expertise in managing process parameters and production activities.
- Possess excellent inter-personal skills and man-management abilities, with a flair for Communication, Excellent Presentation, Negotiation & drafting skills
- Try my best to cover a project.
- Never give up and my positive thought.
- Confidence, punctuality, & smart working, workaholic.

Personal Data: -

Fathers Name	Shri Hemant Kothari
D.O.B	20 June 1990
Nationality	Indian
Sex	Male
Languages Known	English, Hindi, Mewari
Community	Hindu
Permanent Address	Plot no.42, HawaMagri, Link Road Goverdhan Vilas Sec. 14, Udaipur (Raj.) – 313002
Phone No. -	+91-8000638539

Declaration: -

I consider myself familiar with Industrial Security management and Industrial Relations aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished in this document is true to the best of my knowledge and belief.