Vaibhav verma

Sector-A Aliganj Lucknow 🏠

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To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction, self-confidence and help me to achieve personal as well as organization goals.

Skills

- Digital literacy
- Work ethic
- Attention to details

- Adaptability
- Software troubleshooting
- Microsoft 365

Experience

Back office executive / Nagar Nigam Head Office, Lucknow

2018 – 2022

- Compiled with data entry quotients to support time sensitive project input details.
- Generated reports covering details about data, system operation and error monitoring.
- Maintained spreadsheets of data across multiple systems while preserving exceptional data accuracy.
- Ordered office supplies and maintained supplier contacts in database.
- Supervised clerical staff to guide overall strategic direction. Analyzed trends and reported on areas of improvement or change to higher authority.
- Assisted in maintaining records to supplement logs, including problem documentation, actions taken, file error identification and to similar data.
- House Tax recovery with team.

Medical Records Online Specialist/ HelioNext, Gurugram

2022 – 2023

- Maintained client confidentiality at all times in US time format.
- Ensured any release of information requests were HIPAA complaint.
- Maintained all medical records information both in paper files in the file room as well as on the electronic filing system.
- Compiled with all laws regarding release of information.
- Coordinated compliance with subpoena requests with the office's legal counsel.
- Accessed the electronic record for diagnostic and pharmacological information and medical reports.

Education

Bachelors of Computer Applications/ Maharaja Agrasen Himalayan Garhwal University, Uttara Khand

2019-2022

Activities

- Volunteering and community involvement
- Travelling
- Professional computer gamer
- Listening music
- Spending quality with family