



## About Me

To obtain a creative and challenging position in an organization that gives an opportunity for self-improvement and leadership while contributing to the symbolic growth of an organization.



## Contact



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Address : Al Karama, Dubai



Visa Status : Visit Visa



## Skills

Data management  
with Excel

MS Office

TALLY AND  
GST



## Language

English  
Hindi  
Nepali  
Bengali



## Passport Details

Passport No : T7081363  
Date of Issue : 09/07/2019  
Expiry Date : 08/07/2029  
Place of Issue: India

# Albika Rai



## Education

(2017 -2020)

REVA UNIVERSITY

Bachelor of Commerce

S.G.P.A- 9.09



## Experience

(2021 -2024)

### SENIOR CUSTOMER SERVICE ASSOCIATE

Firstsource Solutions

Worked for US healthcare: to ensure that the correct payment has been made to the provider. Detailed study of claims before meeting the payment of services rendered to the patient by the provider. Maintained provider integrated data. Providing accurate provider information on the provider database. maintained 99% accuracy rate and confidentiality of sensitive materials.

(2020 -2021)

### Recruitment Consultant Adecco India

As a recruitment consultant at Adecco, I was a part of project zen 1.0 and 2.0 there and the main motive of the project was to onboard the candidates and fulfill the requirement, and the 2nd version of the project was onboarding the candidates filling the requirements and also building the pipeline for future use. The major tasks included sourcing candidates (LinkedIn, Naukri, Instahyre, Hirect, etc) selecting, validating, scheduling and interviewing, following up with Candidates, CTC negotiation, Offer negotiation and also document collection.