

Tanu Aggarwal

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Summary	A highly motivated commerce graduate with a strong background in project planning, time management, and problem-solving. Possesses excellent communication and interpersonal skills, with proven experience in roles requiring precision, coordination, and client interaction.		
Experience	Accumedix solutions AR Executive	Nov 2022 to Jan 2024 Noida	
	<ul style="list-style-type: none">Experienced in US medical billing with expertise in accounts receivable management.Skilled in using medical billing software such as Epic, CernerExperienced in handling denial management, submitting appeals, and following up on unpaid claims to reduce aging accounts receivable.		
	Unext learning Admission Officer	Feb 2024 to August 2024 Noida	
	<ul style="list-style-type: none">Experienced in managing UG and PG admission processes with in-depth knowledge of enrollment procedures.Strong communication and interpersonal skills for effective student counseling and guidance.Skilled in providing information about financial aid, scholarships, and other support services.Proficient in CRM systems and admissions software for tracking and managing student applications.		
	Registerkaro Business development Associate	05 SEP 2024 to 15 March 2025 Gurgaon	
	<ul style="list-style-type: none">Experienced in providing expert guidance on business incorporation, entity structuring, and registration processes.Skilled in advising clients on regulatory compliance requirements, including GST, Income Tax, ROC filings.Experienced in using CRM tools to manage leads, track client interactions, and ensure timely follow-ups. <p>Experienced in guiding clients on selecting appropriate business structures such as Sole Proprietorship, Partnership, LLP, Private Limited, and OPC based on their business goals and legal requirements.</p>		
Education	Delhi University Becholers of commerce 6.5	2017 to 2020 B.COM	
	<ul style="list-style-type: none">Cleared CS Foundation with strong knowledge of corporate laws, company registration, and compliance procedures. SBEC (Setting up of Business Entities and Closure) and JIGL (Jurisprudence, Interpretation, and General laws		
	GGSSS Commerce 6.4	2016 to 2017 Intermidiate	
	GGSSS Commerce 7.4	2014 to 2015 High School	
Skills	<h3>Techincal Skills</h3> <p>● ● ● ● ○</p> <p>Proficient in MS Office (Excel, Word, CRM Software, leadsquare)</p> <h3>Soft Skills</h3> <p>● ● ● ● ○</p> <p>Strong Verbal & Written Communication Client Consultation & Advisory Skills Problem-solving & Critical Thinking Time Management & Multitasking Team Collaboration & Leadership</p>		
Interests	<h3>learning</h3> <p>Financial Analysis & Reporting – Enhancing knowledge of financial management practices. Business Strategy & Consulting – Exploring innovative approaches to improve business efficiency. Compliance Management – Developing strategies for effective risk mitigation and regulatory adherence. Continuous Learning – Pursuing certifications like US CMA to expand expertise.</p>		
Awards	<h3>Certificate of Appreciation</h3> <p>In Recognition of Outstanding Sales Performance as an Admission Officer</p> <h3>Overachieved Targets</h3> <ul style="list-style-type: none">Outstanding Performance Award – Consistently overachieved monthly targets, resulting in a promotion from Incorporation to Compliance within 2 months.		
Languages	HINDI ● ● ● ● ○	ENGLISH ● ● ● ● ○	