

<div><div>Tanu Aggarwal</div><div><div><div><div></div></div><div>Delhi, NCR</div></div><div><div><div></div></div><div>7703917672</div></div><div><div><div></div></div><div>tanuaggarwal870@gmail.com</div></div></div></div>		
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	<div><div>Accumedix solutions</div><div>AR Executive</div><div><div><div></div></div><div>Nov 2022 to Jan 2024</div><div>Noida</div></div><div><div><div></div></div><div>Experienced in US medical billing with expertise in accounts receivable management.</div></div><div><div><div></div></div><div>Skilled in using medical billing software such as Epic, Cerner</div></div><div><div><div></div></div><div>Experienced in handling denial management, submitting appeals, and following up on unpaid claims to reduce aging accounts receivable.</div></div></div>	
	<div><div>Unext learning</div><div>Admission Officer</div><div><div><div></div></div><div>Feb 2024 to August 2024</div><div>Noida</div></div><div><div><div></div></div><div>Experienced in managing UG and PG admission processes with in-depth knowledge of enrollment procedures.</div></div><div><div><div></div></div><div>Strong communication and interpersonal skills for effective student counseling and guidance.</div></div><div><div><div></div></div><div>Skilled in providing information about financial aid, scholarships, and other support services.</div></div><div><div><div></div></div><div>Proficient in CRM systems and admissions software for tracking and managing student applications.</div></div></div>	
	<div><div>Registerkaro</div><div>Business developement Associate</div><div><div><div></div></div><div>05 SEP 2024 to 15 March 2025</div><div>Gurgaon</div></div><div><div><div></div></div><div>Experienced in providing expert guidance on business incorporation, entity structuring, and registration processes.</div></div><div><div><div></div></div><div>Skilled in advising clients on regulatory compliance requirements, including GST, Income Tax, ROC filings.</div></div><div><div><div></div></div><div>Experienced in using CRM tools to manage leads, track client interactions, and ensure timely follow-ups.</div></div><div><div><div></div></div><div>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.</div></div></div>	
Education	<div><div>Delhi University</div><div>Becholders of commerce</div><div><div><div></div></div><div>2017 to 2020</div><div>B.COM</div></div><div><div><div></div></div><div>6.5</div></div><div><div><div></div></div><div>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</div></div></div>	
	<div><div>GGSSS</div><div>Commerce</div><div><div><div></div></div><div>2016 to 2017</div><div>Intermediate</div></div><div><div><div></div></div><div>6.4</div></div></div>	
	<div><div>GGSSS</div><div>Commerce</div><div><div><div></div></div><div>2014 to 2015</div><div>High School</div></div><div><div><div></div></div><div>7.4</div></div></div>	
Skills	<div><div><div>Techincal Skills</div><div><div><div></div><div></div><div></div><div></div><div></div></div></div><div>Proficient in MS Office (Excel, Word, CRM Software, leadsquare</div></div></div> <div><div><div>Soft Skills</div><div><div><div></div><div></div><div></div><div></div><div></div></div></div><div>Strong Verbal & Written Communication Client Consultation & Advisory Skills Problem-solving & Critical Thinking Time Management & Multitasking Team Collaboration & Leadership</div></div></div>	
Interests	<div><div>learning</div><div>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.</div></div>	
Awards	<div><div>Certificate of Appreciation</div><div>In Recognition of Outstanding Sales Performance as an Admission Officer</div><div><div>Overachieved Targets</div><div><div><div></div></div><div>Outstanding Performance Award – Consistently overachieved monthly targets, resulting in a promotion from Incorporation to Compliance within 2 months.</div></div></div></div>	
Languages	<div><div>HINDI</div><div><div><div></div><div></div><div></div><div></div><div></div></div></div><div>ENGLISH</div><div><div><div></div><div></div><div></div><div></div><div></div></div></div></div>	