

ARPIT

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OBJECTIVE

Experienced professional with a diverse background in Business Operation and Client Management, looking for a dynamic role where I can utilize my adaptability, broad skill set, and passion for problem-solving to support organizational growth and improve operational efficiency, while pursuing long term growth and stability in a corporate environment.

EXPERIENCE

Clarivate – Analyst

July 2024-Feb 2026

Client Relationship Management: Acted as the primary point of contact for clients, managing end-to-end communication regarding intellectual property portfolios, filings, deadlines, and status updates.

Documents Preparation and Obtaining Signatures: Prepared and facilitated the execution of formal legal documents, including worldwide assignments, company-to-company assignments, and declarations, ensuring timely review and sign-off from stakeholders and inventors.

Quality checking: Performed quality checks to ensure compliance with standards and accuracy in tasks done by the team and reporting out the documents to inventors and stakeholders for execution.

Allegis Services (Client: Sunlife) - Operations

Oct 2023-Apr 2024

Expense Report Management: Processed and submitted expense reports for stakeholders and senior executives, ensuring accuracy, compliance with company policies, and timely reimbursement.

Vendor Invoices: Reviewed and processed vendor invoices, verifying accuracy, ensuring that all documentation was complete, and working with the finance department to facilitate timely payments.

Stakeholder Communication: Acted as a liaison between stakeholders and vendors, providing updates on payment statuses, clarifying expense policies, and addressing concerns or disputes.

Pyramid IT Consulting (Client: Wipro) - Operations (US Healthcare)

Sept 2022-Feb 2023

Claims Assessment and Risk Analysis: Analyzed and evaluated insurance claims to determine coverage, assess liability, and ensure compliance with policy terms.

Risk Analysis: Assessed risks associated with claims and provided recommendations to mitigate potential losses for the company.

Claims Processing: Processed claims from initiation to resolution, ensuring timely and accurate settlements

EDUCATION

BCom Hons - Guru Gobind Singh Indraprastha University

2018-2021

12th CBSE Boards - Holy International Sr. Sec. School

2016-2017

10th CBSE Boards - New Holy Public School

2014-2015

SKILLS

Technical Skills: MS Excel, MS Word, Oracle iExpense and Concur Expense

Soft Skills: Adaptability, Interpersonal, Communication and Strategic thinking.

Hobbies: Sketching, Dancing and Traveling.