

Simran Jaiswal

PERSONAL DETAILS

Address

#201, Seven star girls PG, Hinjewadi
Phase 1, Pune, Maharashtra, 411 057

Phone

+91 8797536211

Email

Simranjaiswal0227@gmail.com

Date of Birth

02ND AUGUST 2005

Nationality

Indian

LANGUAGES

Hindi

English

SKILLS

Client Relationship Management

Critical Thinking and Problem
Solving

Human Resource & Management

Strategic Planning & Execution

Tally ERP 9

INTERESTS

Badminton

Singing

Dancing

OBJECTIVE

Energetic and hardworking fresher looking for a beginner role in Industry:
Ready to utilize excellent communication and problem-solving skills to assist
operations and develop professionally.

EXPERIENCE

Credit Claim Executive | INPS Solutions Pvt. Ltd

Bhopal, Madhya Pradesh

March 2024 — October 2024

- Investigating retail-related claims such as damaged goods, shipping errors, or payment discrepancies.
- Verifying the validity of these claims using order and shipment data.
- Evaluating creditworthiness of customers to set credit limits and minimize financial risk.
- Handling customer inquiries and disputes related to billing, credit card charges, or refunds.
- Researching account activity to identify potential fraudulent transactions.
- Coordinating with legal or compliance teams for fraud prevention.
- Maintaining records of all claims and generating MIS reports for management.

Human Resources Intern | Adapt Life_Care

- Managing the Human Resources of the company with proper research.
- Reviewing compensation structures to maintain industry competitiveness.

EDUCATION

Class X | Patna Convent High School

2020

Class XII | Gyan Niketan Giles School

2022

BBA | Dr. D.Y Patil Vidyapeeth College Pune

Present