



# Alimian Shaikh

Al Raffa, Dubai | ☎ +971 521590878

✉ [shaikhalimian@gmail.com](mailto:shaikhalimian@gmail.com)

in [Alimian Shaikh](#)

Successful at efficiently handling client inquiries, billing, and administrative tasks. Familiar with contracts and other documents affecting billing processes. Prepares professional, polished statements and business correspondence.

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## EMPLOYMENT HISTORY:

Accounts Associate.

Yardi Software India | Pune, India.

**September 2020 - April 2023**

### Achievements/Tasks.

- Handled Master Meter entries and scrubbing with zero errors.
- Worked effectively with medical payers such as Medicare, Medicaid, and commercial insurance to obtain timely and accurate payments.
- Generated and submitted invoices based on established accounts receivable schedules and terms.
- Identified, researched, and resolved billing variances to maintain system accuracy and currency.
- Prepared and submitted monthly billing reports to management for financial overview.
- Generated monthly invoices for customers in multiple formats to provide transparency.
- Reviewed and reconciled customer accounts to manage accuracy of payments.
- Collaborated with customers to resolve disputes.

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Travel Consultant.

TripCiti Global Travel LLP | Pune, India

**October 2018 - March 2020**

- Organized trips for individual, family and business travelers.
- Informed clients of travel policies and utilized preferred vendors to maximize company profits.
- Worked closely with clients to understand unique needs and meet specific travel desires.
- Exceeded customer service satisfaction standards by understanding and anticipating clients' expectations.
- Collected, handled, and documented payments for travel services and associated fees.
- Creating invoice for trips and managing amendments as per the changes in the package.

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## EDUCATION

➤ B.Com

Himalayan University

Pune, India.

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## STRENGTHS & SKILL

- Billing systems and software
- Month-end closing procedures
- Invoicing prowess
- Database Management
- General accounting
- MS Office Tools
- Advanced Excel

LANGUAGES KNOWN

Language	Fluency	Read	Speak	Write
English	✓	✓	✓	✓
Hindi	✓	✓	✓	✓
Urdu	✓	✓	✓	✓
Marathi	✓	✓	✓	✓

PASSPORT & VISA DETAILS

- Permanent Address : At Post Surai, Taluka- Mhasla, District-Raigad, Maharashtra, 402101
- Date of Birth : 11<sup>th</sup> July 1995
- Gender : Male
- Marital Status : Single
- Passport No : M8680112
- Visa Status : **Visit Visa- Valid till 11<sup>th</sup> September 2023**