



30-Nov-17

**Samir Shridhar Khedekar**  
**MA3758**  
**Mumbai**

**Dear Samir Shridhar Khedekar,**

**Subject: Relieving Letter**

We refer to your resignation letter dated **14-Sep-17** communicating your decision to resign from the services of the organization.

We accept your resignation and would like to inform you that you have been relieved from the services of the company.

Your employment details are as follows:

<b>Date of Joining</b>	<b>4-Feb-13</b>
<b>Date of Relieving</b>	<b>13-Oct-17</b>
<b>Department</b>	<b>Support Service</b>
<b>Designation at the time of Relieving</b>	<b>Junior Executive</b>

We thank you for your services to the organization and wish you all the best in your future endeavour.

**For Medi Assist Insurance TPA Private Limited**

**Samata M Ballal**

**Head - Human Resources**

**Medi Assist Insurance TPA Private Limited**

(Formerly known as Medi Assist India TPA Private Limited)

CIN - U85199KA1999PTC025676

Regd Off : Tower "D", 4th Floor, IBC Knowledge Park, 4/1, Bannerghatta Road, Bengaluru - 560 029

Phone : +91-80-4969 8000 Email : info@mediassistindia.com

Web : [www.mediassistindia.com](http://www.mediassistindia.com)

**SAMIR SRIDHAR KHEDEKAR.**  
**Contact No. : - 97680 60735,**  
**Email ID :- samirkhedekar7@gmail.com**

2/3, Gajanan Niwas,  
Konkan Nagar, J. M. Road,  
Bhandup ( W. ), Mumbai – 400 078.

### **Carrere Object : -**

To work for leading concern and in a competitive environment this would amplify my personality and would enhance the growth of the company too.

### **Academic Profile :-**

- ❖ S.Y.B.com. March 2001 form Mumbai University.
- ❖
- ❖ H.S.C. Passed in March- 1998.
- ❖ S.S.C. Passed in March- 1995.

### **Technical Qualification : -**

### **Software Skills :-**

- 1 Windows 98, & Xp,
- 2 Microsoft Office (Word, Excel, Power Point )
- 3 Internet ( Browsing & E – Mail )
- 4 MS – CIT exam pass 68% in March – 2010 Maharashtra board.

### **Work Experience :-**

- 1) Name of the company :- Worked with M/s. Gurukrupa Enterprises  
Designation :- office Executive  
Duration :- April-2003 To April 2008.
- 2) Name of the company :- Worked with Advocate Mr.Shashank Borade  
Designation :- office Executive  
Duration :- May 2008 to Dec 2012.
- 3) Name of the company :- MEDI Assist India TPA Pvt Ltd  
Designation : Junior Executive  
Duration : 4<sup>th</sup> April 2013 to till date

## **Job Profile**

- Cashless IR claims follow up with Network-sending report.
- Cashless-IA,IA-LC for Cashless & Reimbursement Keeping record in excel on daily basis
- File Tracker/Keeping Audit file ready
- Giving acknowledgement to Broker, Follow-up with Broker for IR Documents
- Coordinating with team in clearing ageing claims which in Rec/LC/Processing
- Maintaining Courier Data
- Visiting RO , DO for Concurrence
- Mailing with Broker, Insurance Company
- Receiving Claim in System & generate claim No
- Tabulation
- Handling queries of clients regarding claims.
- Maintaining reports regarding claims
- Weekly visited to corporate for handling queries of client regarding med claims.
- **Help Desk Activity:** Documents collection & scrutinize. Grievance resolution through phone calls / Mails, tracking of claim movement & payments TAT, IR Calling , Attending Calls Replying Mail, IR Review, Monthly CA Report sending to Broker , Weekly report sending to Reporting Manager & Broker.
- **Follow-up :** for Endorsement , for Payment, for delay Condone from Insurance Company , Denial Review from Insurance Company , Cashless Follow up
- Maximum focus on customer retention.
- Scrutinizing the Invoices related to Client Billings
- Managing professional relationship and service deliverables with Key Clients.

**Personal Details :-**

**Date of Birth** :- 17<sup>th</sup> August 1979.  
**Nationality** :- Indian  
**Marital Status** :- Single  
**Languages Known** :- English, Hindi & Marathi

I here by declare that the above Information provided by me is true and correct to the best of my Knowledge.

I hope you will consider my application. Awaiting for your favorable reply .  
Thanking You.

**Place :- Mumbai**

**Signature**

**Date :-**

(Samir Shridhar Khedekar.)



Ministry of Health & Family Welfare  
Government of India

## Provisional Certificate for COVID-19 Vaccination - 1<sup>st</sup> Dose

### Beneficiary Details

Beneficiary Name / लाभार्थीचे नाव

Samir Khedekar

Age / वय

42

Gender / लिंग

Male

ID Verified / ओळखपत्र

Aadhaar # XXXXXXXXX9539

Unique Health ID (UHID)

Beneficiary Reference ID

92481151317900

### Vaccination Details

Vaccine Name / लसीचे नाव

COVISHIELD

Date of Dose / डोसची तारीख

07 Jun 2021 (Batch no. 4121Z077)

Next due date / पुढील देय तारीख

Between 30 Aug 2021 and 27 Sep 2021

Vaccinated by / यांच्याद्वारे लसीकरण

Asha

Vaccination at / लसीकरणाचे स्थळ

PD HINDUJA NATIONAL HOSP KHAR,

Mumbai, Maharashtra



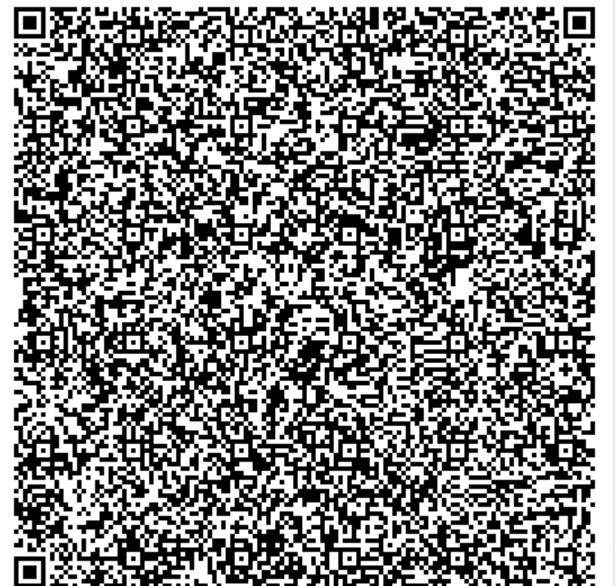
औषध सुद्धा आणि शिस्त सुद्धा  
Together, India will defeat  
COVID-19”

- पंतप्रधान श्री. नरेंद्र मोदी

In case of any adverse events, kindly contact the nearest Public Health Center/  
Healthcare Worker/District Immunization Officer/State Helpline No. 1075

कोणतेही प्रतिकूल परिणाम आढळून आल्यास कृपया जवळचे सार्वजनिक आरोग्य केंद्र/ आरोग्यसेवा  
कर्मचारी/ जिल्हा लसीकरण अधिकारी/ राज्य हेल्पलाइन क्रमांक १०७५ वर संपर्क साधा.

**COWIN**  
Winning Over COVID



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<https://verify.cowin.gov.in>