

Flexible. Remote.

Harvind Grewal

Confident, Determined and Adaptable

Having the skills of being a tremendously diligent and adaptable person, who can work under strictly challenging conditions and become compliant to situations which may be new to me, is down to my self-motivation and keen interest in the world of work. I can work systematically, productively and happily within a team or individually.

Experience

February 2022- Present

Health Data Operations *Phil, Inc.*

Transcribing health insurance data and materials from one software to another and to excel spreadsheets

November 2021- February 2022

Data Entry Clerk *Stride Health Inc.*

Providing the most inclusive and cheapest insurances to Stride customers. Handled confidential data and information and processed payments by inputting sensitive client billing information on Covered California and Herakles. Used Apollo to work with product operations team to identify and correct any data errors.

May 2021- October 2021

Customer Service Representative *Employment Development Department*

Helping serve the government and California residents with their unemployment claims for the State of California Employment Development Department. Assisted claimants with questions, queries, unemployment issues and processing their payments

October 2019- July 2020

Customer Service Advisor *Argos, UK*

Sold a variety of insurance products and cares to customers for their items and pets. Answered queries on insurance claims and policies. Served at the register and collection counter providing assistance on the shopfloor as well as picking heavy stock items in the warehouse stock room.

Education

September 2021- May 2023

Political Science AS

Bakersfield College

September 2017- May 2019

Advanced Levels

Pool Hayes Academy
Sixth Form, UK

Skills

- Data analysis
- Project management
- Communication
- Organization
- Problem solving
- BCS L2 ECDL IT Application Skills

Interests

Writing
Volunteering
Travelling

Contact

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