**CURRICULUM VITAE**

**First Name of Application CV No 1648272**

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***Career Goal***

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

***Work Experience***

1. *Company* **: Omega healthcare, Medical Billing Services, Bangalore**

*Period* **: From Jan 28th 2015 to Jan 28th 2016**

*Designation* : Accounts Receivable (Client Callings)

*Client* **: American Medical Response (AMR)**

*Project Name* **: Centrex (Seattle unit)**

Job profile:

* **Working for providers (Doctors) to collect money from Insurance companies** for the service provided by them for their clients/ Patients.
* **Initial billing of the claims**; follow up with the payments for the particular trips provided by the AMR.
* In case if there is any issue with the claims and insurance companies have denied paying, we play a major role in solving the issue and ensuring that the insurance company pays the provider money.
* If there are any overpaid or underpaid claims by the Insurance we come in to picture and settle things down.
* In case if insurance denies paying, we go ahead and appeal the claim with proper medical records and make sure providers get their money.
* **Gathering policy status** information from the website and updating it on the system.
* **Verification of the policy information** from the insurance companies and agencies.
* To ensure that the payments are sent on the escrowed policies, to the correct address and on time.
* **Call the insurance agencies** to get the update on the missing details of the policies.

**Additional responsibilities:**

* Maintaining **daily and weekly production tracker** for the team.
* Been an efficient **point of contact** between the business area, team members and managers to resolve the issues related to process.
* Successfully **handled the team** with direct onsite leadership and without team leader in Bangalore, India since last 6 months.
* Actively involved in **organizing work of new joiners** and assisting in department training and reporting.
* Involved in **coordinating activities** of the department with the managers to include work flow monitoring, process improvement, training, reporting and special projects.

**Achievements:**

* Emerged as top dollar value collector among the group of 36 twice in a year 2015-2016.

1. *Company* **: Big Bazaar (Future Group)**

**Big Bazaar Retail Limited is one of the big retail firm in Karnataka specialized in shopping Mall, Super Market and Hyper Market**

*Period* **: From February 12th 2011 to February 28th 2012**

*Designation* : Sales Executive

Job profile:

* **Welcoming the customers** by greeting them and offering them assistance.
* Providing **customer satisfaction**.
* Directing customer by **escorting them to racks and counters**, suggesting items.
* Advising customers by **providing information on products**.
* Helping customers make selection by **building customer’s confidence**, offering suggestion and opinions.
* **Maintaining sales activity records** and preparing sales report.
* Carry out market research and surveys.
* Participating in **sales event**.
* Making the **inventory count.**
* **Perform quality checks** on product and service delivery.
* Develop and make presentation of company product and service to current and potential clients.
* **Preparing sales action plan** and strategies.
* Developing and **maintaining customer database**.
* Making sales calls to new and existing clients.
* **Responding to sales inquiries** and concern by phone, electronically or in persons.

***Educational Qualification:***

**BACHELOR OF BUSINESS MANAGEMANT**

*Institute* : Upendra Pai Memorial College, India

*University*  : Mangalore University, Mangalore

Year of passing : 2010

**BASIC STUDY IN COMMERCE**

*Institute* : Dandathirta Pre university college, India

*University*  : Department of Pre University Education, Bangalore

Year of passing : 2007

***Computer Literacy***

Good Knowledge of MS word, MS Excel, Pivot table, V-lookup, H-lookup

***Languages Known:***

*To Speak* : English, Hindi, Malayalam, Kannada and Tulu

*To Read* : English, Hindi, Arabic and Kannada

*To Write* : English, Hindi & Kannada

***Personal Details:***

*Date of Birth*  : 20th July 1989

*Marital Status* : Single

*Nationality* : Indian