**SURESH **

**E-mail:** [suresh.342985@2freemail.com](mailto:suresh.342985@2freemail.com)

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| OBJECTIVE |

To learn and function effectively in an organization and be able to deliver to the bottom-line. Willing to work as a key player in challenging and creative environment.

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| PROFESSIONAL EXPERIENCE |

**Organization Name**: Dell BPO.

**Duration**: 3 \*Years\*

**Designation**: HC & Insurance Ops Associate

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| CURRENT ROLE |

**Medical billing:**

Medical billing the cycle where it is starts from patient registration with provider billing office and ends with cash receiving from insurance company

**Revenue Cycle Management:**

Working and handling a project for a US client. To analyses claim and sent appropriate Work Queue without calling to payer or patient.

To identify the root cause on why payment is not being made to the claim and time, and re-appeal the claims based on the findings to help the insurance company to make the payment again.

To identify the errors done by the agents, correct and close the claims as a clean claim.

Follow updates and instructions from client’s end.

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| ACHIEVEMENTS |

Won Bronze award for the year of 2014 in Dell.

Got posting as a Quality Control in the year of 2015

Creating MOM for Weekly refresher.

Received Surprise gift from client for maintaining 100% quality consistently for continuous 3 months in last year.

Attend the SIX SIGMA training.

Mentoring New Hires.

Have given Two Value adds.

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| ACADEMIC QUALIFICATION |

2012 B.Sc. Computer Science in KG - CAS - 65%

2009 XII from Corp. Hr.Sec. School, North Coimbatore - 65%

2007 X from T.R.A Hr.Sec, School - 65%

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Languages : C, C++.

Platform Used : Windows XP, Windows 7

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| LEISURE INTERESTS |

Listening to music, Reading Book and Playing Cricket.

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| ACADEMIC ACHEIVEMENTS |

Have participated in various sports and athletic events and won prizes in school

And college**.**

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| PERSONAL INFORMATION |

Date of Birth : 06.11.1992

Gender : Male

Nationality : Indian

Visa status : Visit Visa (valid till 5th march),

Languages : English, Tamil,

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| DECLARATION |

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Place: Coimbatore Signature,

Date: SURESH