**SALEEM**

Admin Assistant

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# CAREEROBJECTIVE

To utilize my full potential for the organizational escalation which in-turnmakes me to shine as a proficient engineer in the competentenvironment.

**PROFESSIONALEXPERIENCE**

* **Organization**: Sutherland Healthcare Solution,Chennai.
* **Experience** : 2 YearsfromOctober2014toNovember2016.
* **Designation** : Admin Assistant - ProviderServices.
* **Majorrole** : Handling Health care services and Medical Bio-data of USClients*.*

**ROLES &RESPONSIBILITIES**

**ELIGIBILITY VERIFICATION, CLEARING EDITS& DENIALMANAGEMENT:**

* Managed the team target as well as the individualtarget.
* Finding the solutions for the problem, maintaining the process related logs &TAT.
* Follow up with client for the issues & clarification in theprocess.
* Maintaining 100% production as well as quality in quicktime.

**INSURANCE CLAIMSANALYSIS**

* Handling US healthcare Claims, such as MEDICARE, MEDICAID, BCBS,COMMERCIAL, AUTO INSURANCE including AR analysis & codingverification.
* Check insurance websites to identify the insuranceinformation.
* Check the appropriateness of the insurance information given by the patient if itis inadequate orunclear.
* Get clarification on insurance coverage in cases, where information provided bythehospital or Doctor’s office isinsufficient.
* Reduce the AR sitting in Self pay bucket by flipping them to appropriateinsurance and work on thesame
* Will be the part of client calls in three days in a week to resolve the projectrelated issues.
* Co-ordinate with team members to identify and resolve project specific issuesandprocedures.

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| **ACADEMICCHRONICLE** |
| **Course** | **Institution** | **University/Board** | **Period** | **Aggregate** |
| **MCA** | PRIST UniversityEastCampus,Tamilnadu,India | PRISTUniversity, India | 2012-2014 | 79% |
| **BCA** | T.U.K Arts andScience College,Tamilnadu,India. | BharathidasanUniversity,India. | 2009-2012 | 69% |
| **HSC** | S.I. (B.M.S) Hr, Sec.School, Tamilnadu, India. | StateBoard | 2008-2009 | 68% |
| **SSLC** | Kassimia Hr. Sec.School,Tamilnadu,India. | StateBoard | 2006-2007 | 68% |

# SOFTWAREPROFICIENCIES

* Programming languages : C,C++,java.
* Framework :.NET
* Packages : MS Word, MS Access, MSPowerPoint.
* Platform : WindowsXP,WindowsVISTA,Windows7.

# TECHNICALQUALIFICATION

Senior EnglishTypewriting

# EXTRA-CURRICULARACTIVITIES

* Achieved awards of “Star of the Month” and “Perfect Attendance Award”inSutherland Healthcare Solution, Chennai. Participated in **Code Debugging** inAnna University,Chennai.

# PRECISECOMPETENCIES

* Teamworker.
* Punctualperson**.**
* ActiveLearner.

# PERSONALPROFILE

* Date ofBirth : 22ndDecember,1991
* Nationality : Indian
* Religion : Islam
* LinguisticProficiency : English & Tamil.

# AUTHENTICATION

I hereby assure that the information furnished above is true to the best ofmy knowledge andbelief.