**DHARANIKOTA**

[**DHARANIKOTA.3772240@2freemail.com**](mailto:DHARANIKOTA.3772240@2freemail.com)

**Objective**

To be associated with an esteemed organization and contribute to the overall growth of the Organization, which would give me the scope to apply and develop my knowledge and skills with sincerity, honesty and commitment towards the job.

**Key skills**

* Compiling, Documenting and Reporting on progress of the projects and participating in governance meetings
* Supporting multiple high-priority projects through data gathering and reporting to stakeholders
* Worked as administrator in Claims Handling and supporting Investigations
* Experienced in analyzing damages/causes, interpreting policies and negotiating payment solutions

**PROFFESSIONAL EXPERIENCE**

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| --- | --- |
| CSC (Computer Sciences Corporation India Pvt ltd | July 5th 2012 to September4th  2015 |
| Role : PMO Associate |  |

**Responsibilities:**

* Generating and distributing Project Status Reports on weekly basis
* Coordination with CSC US PMO’s for the required inputs
* Attending client calls, gathering issues & tracking them to closure
* Preparing Governance Report every month end

**Asia Integral PMO (**Work location: Singapore**)**

**Responsibilities:**

* Attending weekly and monthly forecastcalls with the client &preparing the presentations
* Coordinating &attending Monthly Business meetings with client managers
* Capturing issues and tracking them with stakeholders till closure

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| --- | --- |
| Family Health Plan TPA LTD (in Cashless Department) | July5th 2004 to June30th2012 |
| Claims Processing Executive |  |

**Responsibilities:**

Claims processing:

* Validating the claim thoroughly
* Coordinating with the medical team for scrutinizing the claims. Based on the medical scrutiny it can be settled or rejected.
* Sending correspondence to the respective member/hospital about the status of the claim.
* Coordinating with the Hospital for any required document as required by the team for effective evaluation of the claim.
* Coordinating with the settlement team for timely preparation of cheques and timely dispatch
* Responding to customer grievances regarding the utilization of cashless facility
* Maintaining turnaround times (TAT) processing the cashless request of two hours.
* Coordinating with the respective network hospital, if any problems faced by the client, for rendering effective service
* Coordinating with the medical team if any rejections or approvals.
* Coordinating with the insurance companies for member enrolment conformations.

**Currently working in Valuelabs as Configuration Analyst**

* **Checking for cases daily in the Que.**
* **Update the same as per the clients requirements**
* **Attending the client call daily**
* **Co-ordinate with the team for effective delivery**
* **making needful Enroling of the memmbers and family.**
* **Add their Coverage and Eligibility as per the clients requirement.**

**ACADEMIC QUALIFICATION**

* Masters in Hospital Management (M.H.M) from Osmania University
* B.Com (Hons) from Osmania University

**Internship & Project**

* “Bringing Telemedicine to villages and Districts of India”
* Underwent Training in Mediciti Hospitals for six months; Feasibility study of setting up of Casualty Dept. of Mediciti Hospital

**Seminars Attended**

* “Workshop in Emerging Trends in Health Care Industry” conducted by Apollo Hospitals
* “Enhancing Quality Health Care” conducted by Nizam’s Institute of Medical Sciences
* Workshop on “Challenges to Medical Records Profession” conducted by Madras Medical Mission Hospital Administration(AHHA)

**OTHER SKILLS**

* SCRUM Fundamentals Certified Credential
* MS Office Tools, MS Project

**Personal Traits**

* Good interpersonal and communication skills
* Optimistic Nature
* Team Player, Hard working