

**SUNIL**

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**CAREER OBJECTIVE:**

Seeking a position in an organization, supported by growth, innovative and challenging work environment which helps my career by giving the best out of my learning, knowledge & experience

**WORK EXPERIENCE:**

* Currently had overall **2**years of experience in Hinduja Global Solutions under Humana Insurance Company and Medical Care claims as **claims processor** as well as maintained companies account such as **Petty cash items** and maintained office**internal expenses**.
* Previously worked in **Minacs** Company from Oct 1st 2016 to March 31st2017 as **iTunes** advisor for the period of **6** months.

**Core activities of Hinduja Global Solutions**:

* Processing claims under Humana Insurance Company and Medicare claims.
* Sending reports to team leads and maintaining accounting report such as expenses occurred in office.
* Hands on experience in maintaining petty cash and payments to the suppliers.
* Handling escalation calls and mails.
* Conducting meetings regarding recent updates related to insurance policies.
* Worked under various denials, such as Claim Xten, Cotivity, referrals, Orthonet and authorizations.
* Worked under different projects such as Medicare, Humana etc.
* Experience on banking services.
* Worked in both Correspondence claims and Claim re-work.
* Following mentor guidelines and updates of claims.
* Checking CIS contracts under given CIS ID and provider tax id and making payments as per contracts for both Physician claims and Hospital claims.

**Core activities of Minacs Company**:

* Responding to emails sent by customers under iTunes Store customer support.
* Checking the issue of iTunes app and detecting problems under iTunes app store.
* Supporting and solving the issue of customer was the main motive.

**KEY SKILLS:**

* Having good accounting skills.
* Good knowledge on journals and ledger accounts
* Managing billing and collections.
* Good knowledge on bills receivables bills payable accounts and bank reconciliation statement
* Basic knowledge on UAE VAT and a quick learner.

**STRENGTH:**

* Resourceful, proactive and have initiative.
* Quick learner, hardworking and ability to adapt according to situations.

**AREAS OF INTEREST:**

* Accounts and Banking.
* Insurance.

**EDUCATIONAL QUALIFICATION:**

* **Bachelors of Business Management** from Kristu Jayanti College with 59%.
* **On Studying Master of Commerce In Finance** from Alagappa University (2016-2018).

**TRAINING and CERTIFICATIONS:**

* Tally Erp.9, MS Office.
* Undergone training on Associate Development Program in HGS Company.
* Undergone training on Humana and Medicare claims.

**ACADEMIC PROJECTS and ACHIEVEMENTS:**

* Project title: “Customer Satisfaction on Raymond Shop, Bangalore”
* Internship certificate holder from Raymond shop, Bangalore.
* Achieved top gun award for processing highest claims in my team on the month of October-2016

**PERSONAL INFORMATION:**

Date of Birth : 11-02-1994

Gender : Male

Nationality : Indian

Languages Known : English, Telugu, Tamil, and Kannada

Hobbies : Playing and watching cricket, internet browsing etc.

**DECLARATION**:

I hereby proclaim that the above furnished details are spot on to the finest of my knowledge. I will be a trusted entity to the organizations interactions.