

SANTHANA SENTHUR SELVAN P B.E.(CS Engineering)

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CAREER OBJECTIVE

Dedicated and results-driven professional with 5 years of experience in the BPO industry, including a successful track record as an AR Caller in the last year.

My Aim is to continue refining my skills, enhancing process efficiency, and delivering exceptional service, while also aspiring to take on leadership responsibilities that enable me to guide and mentor junior team members.

CORE COMPETENCIES

- ~Billing and Reconciliation
- ~Negotiation Skills
- ~Ethical Standards
- ~Documentation Skills

PROFESSIONAL EXPERIENCE

RND Softech Pvt Ltd (BPO) - [02/15/2018] to [10/25/2023]

First 4 Years' duration - collaborated with cross-functional teams on various internal projects, contributing to CPAP compliance, Supply Forecasting, Documentation and Reporting, Inventory Tracking.

Past year worked as AR caller -

- ~ Helped with medical billing for doctors and patients, making sure they got paid correctly.
- ~ Worked with insurance companies and internal teams to solve billing problems.
- ~ Managed to meet or exceed monthly collection goals.

BASIC ACADEMIC CREDENTIALS

Bachelor of Engineering (B.E) Computer Science

Sree Sakthi Engineering College, 2013-2017

CGPA: 6.3/10

High School

Sri Krishna Matric Hr. Sec School, 2013

Percentage: 80%

INTERPERSONAL SKILL

- ~ Communication
- ~ Ability to rapidly build relationship and set up trust.
- ~ Confident, Determined and Ability to cope up with different situations.

PERSONAL DETAILS

~ **Father name** :- **Poopandian S**
~ **Date of Birth** :- **02/13/1995**
~ **Language Known** :- **English & Tamil**
~ **Marital Status** :- **Single**
~ **Nationality** :- **Indian**

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Place: Coimbatore

santhana senthur selvan p
(signature)