

**KEERTHANA R**

**9843046496**

keerthana.rk12@gmail.com

---

**Career Objective:**

To grow with a leading organization that utilizes my abilities to the fullest extent possible, helping me realize and develop my potential and to be a part of a team that scales great heights through continuous learning process and utmost dedication.

**Work History:**

June 2021 - January 2022

Claim Processor | Cognizant Technology Solutions

- Validating member benefits in application real time benefit and provider eligibility in application called NPI cross walk and provider inquiry.
- Navigating procedure flow for system prompt and validate the claim form submitted from provider
- Interacting with clients during meeting and attending client call to get requirement and deliver the expectation on time.
- Maintained confidentiality of patient records and health statuses.
- Reviewed applications and supporting documents to verify claims eligibility and accuracy.
- Complied with regulations and guidelines related to claims processing to maintain quality and adherence to standards.

**Academic qualifications:**

- Completed M.com (computer applications) from providence college for women coonoor in 2020 with 75%
- Completed B.COM from providence college for women coonoor in 2018 with 60%
- Completed Higher Secondary in sri shanthi vijai girls higher secondary school ooty in 2015 with 83%

**Certificate:**

- Certified - MS Excel course - Udemy.
- Certified - Microsoft Power BI Desktop – Udemy.
- Certificate of Computerised Accounting in Tally.ERP9.
- National Conference on Cross-culture and Consumer Behaviour.
- Presented research papers as journal in providence college website.

## **Project Details:**

### **Housing loan management**

December 2019 – March 2020

- Created a software using Visual Basic 6.0 as Front end and Microsoft access 2007 as Back end to store the data.
- The software is used to perform calculations, Add, Delete, Update data in an easier manner.
- The foremost work of the new proposed system is to automate the manual calculation and easy data retrieval.
- The new system can provide an accurate and automated result.

### **Workshop Undergone:**

- Attended workshop on Goods and Service Tax in Tally.ERP9 organised by Zenith Career Wings.
- Disaster Management and First Aid workshop organized by the National Service Scheme.

### **Technical skills:**

- Microsoft Office (Excel, Power Point, Word)
- Windows Operating System
- Presentation Skills
- Interpersonal Skills
- Communication Skills

### **Soft skills:**

Adaptability, Teamwork, Flexibility, Time Management.

(Keerthana R)