



# LAVANYA N

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Plot no#25B Kattabomman street, Tharamani, Chennai - 600 113, India

## Developing a career in the Accounting, Finance and Banking industry...

### Career Objective

I feel that graduation in commerce under the school of business administration is an important first step towards achieving my goal of developing a career in the financial service industry, work in an organization where I could leverage my academic knowledge, adopt my skills for the betterment and acquire skills set which will help me progress & grow in my career.

### Education

#### B.Com - General

Sathyabama Institute of science and technology, Semmancheri, Chennai - 600 119  
Deemed University India.  
Overall Grade **CGPA: 8.43** 2019-2022

#### Higher Secondary School Certificate

AGM.HR.SEC.SCHOOL, State Board of Tamil Nadu **68%** 2018-2019

#### Secondary School Leaving Certificate

AGM.HR.SEC.SCHOOL, State Board of Tamil Nadu **77.2%** 2016-2017

#### MBA in Financial management at Madras University Distance Education, Chepuak, Chennai, Tamil Nadu. (IN PROGRESS)

##### Public state university

1<sup>st</sup> and 2<sup>nd</sup> semester Over all Grade **72%** 2022-2024

### Industry Experience

**April 2022 - January 2024**

- **Scio Decisions & Management Solutions, Chennai**

Revenue Cycle Management company in the Health care space.

Right from tracking and following up on unpaid or rejected medical claims.

Communicating with clients and payers to follow up on outstanding payments, Negotiate payment plans and address inquiries.

Insurance & Benefit Verification services

Audit, Practice Consulting and beyond...

- **My Role**

- Started as Trainee - Client Service, currently am a Client Service Executive - Medical Billing Domain.
- Well versed in International voice Process - AR Caller.
- Team backup.

## Skills

### Hard Skills

- ❖ EOBs confidential
- ❖ Records maintenance
- ❖ Claims reconciliation
- ❖ Knowledge of HMOs and Medicaid
- ❖ Account management

### Soft Skills

- Positive attitude
- Time management
- Negotiation
- Leadership
- Decision Making

**Additional Skills :** Typewriting English (Lower level and Higher level) | Typewriting Tamil (Lower level and Higher level).

**Computer Languages:** TALLY ERP 9 , MS-Office 2010 | Excel | Word | PPT | Basic computer knowledge.

## Co-curricular Activities / Hobbies

### Games and Sports:

Hand Ball Zonal Winner up (2014-2018).

Hand Ball District Winner up (2018-2019).

### Quantitative Skills:

Adaptable and Punctual.

Good Communication skills.

Flexible Co-ordination.

Quick accessible and Fast Processing.

### Hobbies:

Dancing, Cooking, listening to music, Drawing and painting.

## Internship Training:

- Completed Internship Training at Modern foods enterprises private limited for the period of one month (Chennai,Tharamani).
- Department :Marketing, Production, Sales Department and management.

## Project Work:

- Completed 5 months project on the topic-Grievances Handling Management System at Modern foods enterprises private limited.

## Personal Details

- Name : Lavanya.N
- Date of Birth : 11th May 2002
- Gender : Female
- Place of Birth : Chennai, India
- Nationality : Indian
- Marital Status : Single
- Linguistic Proficiency : English, Tamil
- Aadhar Card : 5134 4886 8146
- PAN : BHGPL4966A

## Declaration:

I hereby declared that above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

(Signature of Lavanya N)

Dated :

Place : Chennai