

SAISREE SUNDARRAJAN

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Surendra Nagar 6th Street,
Adambakkam
Chennai - 600088

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➤ Career Objective:

Strategy focused with results-driven Junior AR Well versed in solving customer, client and employee problems Fostering long-term relationships which improves company profits and enhances reputation of healthcare experience within multiple facets of the industry, with a background in revenue cycle management Refined interpersonal skills with the ability to effectively present information across all boards.

➤ Education Qualification:

DISCIPLINE	INSTITUTION	YEAR OF GRADUATION	PERCENTAGE
Bachelor Of Commerce (General category)	New Prince Shri Bhavani Arts and Science college	2020	67 %
Higher Secondary Education	New Prince Matriculation Higher Secondary school	2017	84%
Secondary Education	New Prince Matriculation Higher Secondary school	2015	73.5%

➤ Experience :

PROCHANT PVT LTD

Working as a AR caller in DME billing

Roles and responsibility :

- ✓ Maintain adequate documentation on the client software to send necessary documentation to insurance companies and maintain a clear audit trail for future reference

- ✓ Perform pre-call analysis and check status by calling the payer or using IVR or web portal services
- ✓ Record after-call actions and perform post call analysis for the claim follow-up
- ✓ Perform analysis of accounts receivable data and understand the reasons for underpayment, days in A/R, top denial reasons, use appropriate codes to be used in documentation of the reasons for denials / underpayments

➤ **Software skills:**

- ✓ Ms Office- word and excel (2007)

➤ **Certifications:**

- ✓ Tally ERP – 9

➤ **Personal Skills:**

- ✓ Time Management
- ✓ Positive approach
- ✓ Self- Motivation

➤ **Areas of interest:**

- ✓ Participation in sports.
- ✓ Participated in inter collegiate competitions during my graduation.
- ✓ Reading
- ✓ Indoor games

➤ **Personal details:**

- ✓ Father's Name: Mr. M.Sundarrajan
- ✓ Date of Birth 23rd August 1999
- ✓ Language Know: English and Tamil (Read /Write/Speak)

DECLARATION:

I hereby declare that the above information is true to the best of my Knowledge and belief

Place: Chennai

Signature:

