

HAJA ALAUDEEN

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PROFILE SUMMARY

To secure a responsible career opportunity to fully utilize my skills and training , While making a significant contribution to the success of the company . To support the organizational growth while continuously learning new technologies.

EDUCATION

BACHELOR OF COMPUTER APPLICATION

Vels Institute of Science , Technology & Advanced Studies | Chennai | Tamil Nadu | **July 2021 - May 2024**

CGPA-7.78/10

- Managed user accounts for 40+ students by updating and maintaining ERP login credentials.
- Organized and coordinated PhD Graduation ceremony at my university managing schedules & stakeholder communication to ensure smooth execution of the event.

SENIOR SECONDARY AND HIGHER SECONDARY EDUCATION

Laurel Higher Secondary School | Thanjavur | Tamilnadu | **2019-2021**

SSLC-77%

HSC-79%

WORK EXPERIENCE

PROCESS EXECUTIVE - VEE HEALTHTEK

NOV 2024-MARCH 2025

- Processed and submitted claims TPA (Third Party Administrator) using CPT , ICD & HCPCS Codes.
- Analyzed and resolved the claim denials received from the payer/Coverage provider.
- Researched Explanation Of Benefits and payer correspondence to identify the root cause of denials (Coding Errors , Eligibility, Prior Authorization , Missing Documentation)
- Collaborated with medical Representative to recurring the major denial and implement the process improvements.
- Handled denials , Claims Follow-up & Billing Enquiries.
- Supported Revenue Cycle Management Process , Reduced Claim denials.
- Maintained Accurate documentation of Error activity in the Practice Management system and Ensuring Compliance with HIPAA & Payer Guidelines.

TEAM MEMBER - SAPPHIRE FOODS

AUG 2022-DECEMBER 2022

- Operated Point Of Sale (POS) system , Processed Maintained UPI , Cash/Card Transactions and maintained billing accuracy.
- Collaborated with Team members to streamline daily operations and meet store performance target.
- Supported Inventory check , Stock management , Assisting in reducing waste and shortages.

FREELANCE EXPERIENCE

- Designed Digital Graphics , Thumbnail , Post , Videos (Tools : Canva , Photoshop , Capcut Desktop)
- Managed end to end content pipeline including Researching , Scripting , Editing , Publishing.
- Created engaging content for social media platforms.
- Collaborated with Clients Brand on campaigns , ensuring alignments with their marketing goals.

TECHNICAL PROFILE

- Microsoft 365 (Word , Excel , PowerPoint , Outlook)
- AthenaOne
- Canva AI
- Attention to Details
- Planning , Analysis , Monitoring & Reporting
- Problem Solving (Troubleshooting , Resolution)
- Exposure to AI Productivity Tool

DECLARATION

I Hereby declare that the above information is true to the best of knowledge and belief.

Regards,
HAJA ALAUDEEN