

KAMILA BEGAM

P R O C E S S E X E C U T I V E

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SUMMARY

Experienced Process Executive with one year of expertise in optimizing operational workflows. Skilled in process analysis, project management, and driving continuous improvement initiatives. A proactive team player with a strong attention to detail and a commitment to achieving results. Passionate about leveraging analytical insights to streamline processes and enhance organizational efficiency.

SKILLS

- Process Improvement
- Project Management
- Data Analysis
- Lean Six Sigma Methodologies
- Problem-Solving
- Team Leadership
- Time Management
- Strong Communication
- Software Proficiency (e.g., MS Office suite)

EXPERIENCE

PROCESS EXECUTIVE

@ Cognizant

2022 - Present

- Maintained individual provider files, ensuring they contained up-to-date information necessary for completing governmental and commercial payer credentialing applications.
- Managed an internal provider grid, guaranteeing accuracy of information and availability of logins.
- Initiated annual renewal processes for all provider licenses, including Professional, DEA, and Controlled Substance licenses.
- Completed credentialing and re-credentialing applications to add providers to Medicare Payers.
- Conducted credentialing for new providers and re-credentialing for existing providers with hospitals where they held staff privileges.
- Collaborated closely with the Revenue Cycle Director and billing staff to address denials or authorization issues related to provider credentialing.
- Maintained accurate provider profiles on databases such as CAQH, NPPES, and NPDB.

SENIOR EXECUTIVE - BUSINESS DEVELOPMENT

@ Tradeindia.com

2021 - 2022

- Led and oversaw the development and growth of profitable new business ventures
- Developed and nurtured effective relationships with key customers to enhance client satisfaction and loyalty

EDUCATION

MBA HUMAN RESOURCE

Bharathidasan University, Trichy
2019-2021

B SC COMPUTER SCIENCE

Nehru Memorial College, Trichy
2015-2018

ABOUT ME

Status: Single

Date of Birth: June 1998

Achievements: Won Best Performance Award - 2024 @ Cognizant