

# Mohammad Sayeef

B.Com (Computers)

Date of Birth: 27<sup>th</sup> January 1997

Gender: Male

Contact No: 8801853342

E-mail ID: [mohdsayeef2@gmail.com](mailto:mohdsayeef2@gmail.com).

## CAREER OBJECTIVE

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*Seeking a position with an organization that provides me ample opportunity to explore & excel while carving out the niche for personal, professional as well as organizational goals.*

## PROFILE

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- Adept at working in high pressure environments with strict deadlines and multiple deliverables. Skilled at learning new concepts quickly and communicating ideas clearly and effectively.
- Deft at handling service operations; providing the support function to the client for queries and ensuring that process runs smoothly.

## TECHNICAL SKILLS

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- *Claim Investigation*
- *Claim processing*
- *Microsoft Office*
- *Typing*

### Experience:-

- Collabera Technologies, Client UHG -- Process Associate (Claims Associate) Jan 2020- July 2020 (Contract)
- Optum Global Solutions, Client UHG -- Process Associate ( Claim Associate) Oct 2020 – July 2024.

### Job Profile:-

- *Evaluates all claims and policy information and investigate all details for insured client for various line of business and ensure applicable coverage of individual.*
- *Investigate and prepare reports for all denials of claims and settlements and provide update on all files and recommend reserve changes to all claims.*
- *Researching, investigating, reviewing , negotiating and processing claims.*
- *Understanding different products and applying benefits levels per policy.*
- *Forwarding claims to the correct department for complex adjustment.*
- *Working spreadsheet to clear aged work.*

## Academics

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### **B.COM(COMPUTERS)**

2015-2018

Royal Degree college

Percentage: 65%.

**CEC ( Intermediate)**

2013-2015

Royal junior College

Percentage: 72%.

**SSC**

2013

Vishal High school

CGPA: 7.2

**KEY SKILLS AND ATTRIBUTES**

- Good communication and interpersonal skills.
- Ability to work as individual as well as group.
- Accuracy and Attention to details.
- Analytical thinking and planning.

**STRENGTHS**

- Flexibility and Adaptability to work in any environment.
- Good team player with positive attitude.
- Being Honest.
- Quick Learner.

**PERSONAL DETAILS**

Name	: Mohammad Sayeef
Date of Birth	: 27 <sup>th</sup> January 1997
Father's Name	: Mohammad Razak
Marital Status	: Single
Nationality	: Indian
Languages Known	: English, Hindi, Telugu

**DECLARATION**

I hereby declare that the above mentioned details are true to the best of my knowledge.

Date: 16-08 2024

Place: Hyderabad.

