Mohammad Sayeef

**B.Com (Computers)**

**Date of Birth: 27th January 1997 Gender: Male**

**Contact No: 8801853342**

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

# CAREER OBJECTIVE

*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

 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

* ***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***

# 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 : 27th 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.