**COVER LETTER**

**Name**: Arpita M Chudasama

**Address:** 501 Shiv Avenue,

Near Ghuma panchyat,

Bopal Ghuma Road,

Ahmedabad-380058

**M**: +91 9998881264

**E-Mail ID**: arpitachudasama74@gmail.com

**To,**

**The Manager,**

**SUB:** Application for the post of Process Associate.

Dear Sir/Madam,

I, **Arpita M Chudasama,** would like to apply for the post of to process associate career in your esteemed organization**.** I have completed my B.S.C in June 2010. I have total work experience of 6.5 years.

Hereby I have enclosed my Curriculum Vitae.

A waiting for your positive response.

**Thanking you,**

**Arpita M Chudasama.**

**CURRICULUM VITAE**

**Arpita M Chudasama**

**Address:** 501 Shiv Avenue,

Behind Ghuma Panchyat,

arpitachudasama74@gmail.com Bopal, Ghuma

**Contact No:** +919998881264 Ahmadabad – 380058.

*Summary:*

Total 6.5 years of experience on various domains as Sr. Executive for Marine Cargo Open Policy claims at Surveyors & Loss Assessors organization which has pan India level presence and QC Officer in one of the most reputed pharmaceutical organization. I have also worked as Process Executive for Revenue Cycle Management (RCM) at KPO providing outsourcing services to doctors in the USA and handled the key accounts.

*Application Exposure:*

* LIMS Software Application
* VISUAL Software Application
* IMS Software Application
* ABM Software Application
* ECW Software Application

*Educational Qualification:*

* **Bachelor of Science (BSC) Specialized in Microbiology** from **R.G. Shah Science College**, Gujarat University(Year: 2010)

*Work Experience:*

**Jul’16 (Current Employee) Sr. Executive (Owner)**

**Absolute Insurance Surveyors & Loss Assessors Pvt. Ltd.**

***Responsibilities:***

* Appointing surveyors for attending loss and Register Losses
* Follow up with surveyors for required details, documents and photos.
* Collecting and maintaining necessary documents related to policy and case.
* Coordinating with Clients, Brokers and Insurer.
* Report writing and preparing loss assessments of all type of marine claims.
* Preparing Immediate Loss Advice, List of requirement, Billing and Dispatch.

**Jun’15 to Jul’16 Process Executive**

**CG Meditrans Pvt. Ltd.**

***Responsibilities:***

* Prepare, review, and transmit claims using billing software which includes electronic and paper claim processing.
* Review patient’s bills for accuracy and completeness also obtain any missing information.
* Maintain MIS, Payment Posting, denial and Co-pay.
* Checking eligibility and benefit verification for the patient.
* Follow up on unpaid claims within standard billing cycle time frame.
* Knowledge of insurance guidelines, including HMO/PPO, Medicare, and state Medicaid.
* Check each insurance payment for accuracy and compliance with contract discount.
* Identify and bill secondary or tertiary insurances.

**Jun’14 to Jul’15 Process Executive**

**Integrity knowledge Pvt. Ltd.**

***Responsibilities:***

* Prepare, review, and transmit claims using billing software which includes electronic and paper claim processing.
* Review patient’s bills for accuracy and completeness also obtain any missing information.
* Maintain MIS, Payment Posting, denial and Co-pay.
* Checking eligibility and benefit verification for the patient.
* Follow up on unpaid claims within standard billing cycle time frame.
* Knowledge of insurance guidelines, including HMO/PPO, Medicare, and state Medicaid.
* Check each insurance payment for accuracy and compliance with contract discount.
* Identify and bill secondary or tertiary insurances.

**Sep’10 to Jul’12 QC Officer**

**Lincoln Pharmaceutical Ltd.**

***Responsibilities:***

* Sterility test for Tablet, raw material, Retain sample, Ointment, Ipqc product.
* Injectable product Lal Test, Microbial Test.
* Fumigation and Bacterial analysis.
* Validation of Laminar air flow, Hepa Filter and Autocalve.
* Swab Test, Microbial Assay, HPLC.
* Water sampling & Microbial Water test & Sterility of Water,
* Validation of incubator, Hot air oven, Autoclave and daily cycle of Autoclave (Gravity cycle, Validation, Bowie-Dick Test, Media Cycle, Discard Cycle)
* Growth medium test and Calibration of Weign scale.
* Prepare the Report for the all test and maintain daily record of Stock.
* Tablet Dissolution and routine test for QC.
* Handel WHO Audit

*Personal Details:*

**Name :** Arpita M Chudasama

**DOB :** 19-12-1988

**Sex :** Female

**Marital Status :** Married

**Nationality :** Indian

**Languages Known :** English, Hindi and Gujarati

*Other Skill Sets & Certificates:*

* Certificate in Basic Computing.
* Hobbies are listening to Music, Singing and Traveling.

*Declaration:*

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Arpita M Chudasama**