

# Resume

**M. SAILEELA**

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## **Career Objective:**

To obtain an entry-level position in an organization where my work-related skills are utilized to their maximum potential and benefit me as well as the company.

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## **Academic Qualifications:**

<b>Name of the course</b>	<b>Board/University</b>	<b>Year of Passing</b>
<b>Degree</b>	<b>Loyola Degree college (YSRR)</b>	<b>2021</b>
<b>INTERMEDIATE</b>	Board of Intermediate Education, Andhra Pradesh.	2018
<b>S.S.C.</b>	Board of Secondary Education, Andhra Pradesh.	2016

## **EXPERIENCE OVERVIEW:**

○ **Worked as AR Caller in “ANNEXMED PRIVATE LTD”.**

- Having experience for 1 year 3 Months
- Now I am working in **NEWPORTMED**
- **Total Experience 3years 5 months**

### **Job Responsibilities**

- 1) Analyses of claims and initiates collection efforts as per aging report. So that claims get reimbursed.
- 2) Undertakes denial follow-up and appeals work wherever required.
- 3) Documents and takes appropriate action of all claims which has been analyzed and followed-up in the clients software.
- 4) Build good rapport with the insurance carrier representative.
- 5) Focuses on improving the collection percentage.
- 6) I have worked in Appeals Department. I know How to send Appeals through Web Portals.
  - How to merge Appeals InOrder and How to upload in E-Bridge.
  - Which payers requires Claim forms and which payer does not require.
  - Based on Denial Reason, how to send Appeal and which Documents require.

### **Strengths :**

- Adaptable to new environments.
- Handle work with patience.
- Self-motivation.

### **Achievements:**

- **Star of the Quarter**

### **Others:**

Father's name ; M. ANJINAPPA

Date of Birth : 03/06/2000

Interests : Social Service

Languages know : English, Telugu

### **Declaration**

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

**Date :**

**Place:**

**Signature: (M.SAILEELA)**