

Curriculum Vitae

Venkat Raja T

Mobile: **9885445299**

E-mail: **venkatrajatonduru@gmail.com**

Objective:

A customer and quality focused Associate who works with the strategic vision and leadership that drive operational process, productivity, efficiency and bottom-line improvements in Project Management. Seeking a challenging, positive environment that encourages continuous learning and creativity, providing exposure to new technologies and simulates personal and professional growth.

Summary of Skills:

- Good communication skills
- Proven ability to analyze, plan, manage and motivate.
- Clear and objective thought process.
- Self motivated with positive attitude and a strong belief in teamwork. - Capacity to deliver positive results in a high-pressure environment

Summary of Experience:

Six years of progressive experience in Business Process Outsourcing including Operations, Process Development, Prior Authorization and Denial Management

Tenure	Position	Organization
Oct 2017 – Sept 2020	Process Associate	Phycare services, Ind Pvt Ltd, Mangalagiri
Oct 2020 – Till date	Sr Process Associate	

Work Activities:

- Worked on Prior Authorization .
- Follow up with Admit team and HIM teams to ensure timely deliverable of the claims and services.
- Worked on Denials and No activity claims

- Worked on rejection sent by client on weekly basis.
- Worked on special projects when sent by supervisor.
- All issues are well analyzed before making the calls.
- Giving priority to the high dollar claims and resolving the accounts to get maximum collection for the organization.
- Mentoring the new team members and help them to understand the process flow.

Educational Qualification:

B.tech in computer science from Jawaharlal Nehru Technological University, Kakinada, Andhra Pradesh.

Personal Details:

Name : Venkat Raja.T
Qualification : B.tech
Date of Birth : 20th April, 1992
Gender : Male
Address : #1-119, Shivalayam street, Gannavaram, Vijayawada, Andhra Pradesh
Father's Name : Chitti Babu
Languages Known : Telugu, English
Hobbies : Playing Cricket, Gardening
Marital Status : Married

Declaration:

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.

Place :

Date :

Thanks & Regards

Venkat Raja.T