

# **RESUME**

**Kola Sai Prasad**

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## **Career Objective**

To Secure a challenge in a reputable organization to expand me knowledge and skills while making a significant contribution to the success of the company.

## **Academic Qualification**

- MBA- Marketing & Finance)-2019-2021-from Gems business school- Bangalore
- BCom (Computers) - 2016 to 2019 –from SK University (Sri Sai Degree College), - with 80% aggregate.
- Passed 10+2 – 2014 to 2016 - A.P Board - with - 85% aggregate.
- Passed 10 - in 2014- S.S.C board, A.P - with 73% aggregate.

## **Work experience**

- Worked as a senior AR executive into Health care process in Pacific BPO(P) LTD-April - 2022- April -2023

## **Roles and responsibilities**

- Initiate mails to check the insurance companies requesting status of claims for the outstanding balances on patient accounts and taking appropriate actions.
- Manage A/R accounts by ensuring accurate and timely follow-up.
- Ensure that the deliverable to the client adhere to the quality standard.
- Review the claim allocated and checks status by through IVR /Web Portal.
- Ask a series of relevant questions depending on the issue with the claim and record the responses.
- Prepare claim notes, initiate, or execute the corrective measures by sending necessary documents to Payers.

## Personal information

<b>Father's Name</b>	KOLA NARAYANA
<b>Date of Birth</b>	02-05-1998
<b>Languages</b>	English and Telugu.
<b>Hobbies</b>	Watching movies, listening music & playing cricket.
<b>Permanent address</b>	D.NO:32/222, Guttakindapalli, Dharmavaram, Satya Sai district, Andhra Pradesh, pin code-515671
<b>Present address</b>	VM men's hostel, SR Nagar Hyderabad-500038

## Strengths

- Self-motivation, positivity is more and self-confidence.
- Adaptability, Dedication, hardworking nature. Patience is more and flexible or willing to work in shifts also.
- Ability to grasp new skills quickly.

## Declaration

Hereby, I declare that all the above information provided by me is true as of my knowledge.

**Date:**

**Place:**

(Kola Sai Prasad)