

ANUSHREE BADEKAR

ACCOUNTS RECEIVABLE
ASSOCIATE

PHONE | (+91) 7888271908
EMAIL | shreebhoir21@gmail.com
LOCATION | Chembur, Mumbai, INDIA
EXPERIENCE | 5 Years 0 Month

Key Skills

- Communication Skills
- Presentation Skills
- Leadership Skills
- Management Skills
- Public Speaking
- Business Development
- Client Relationship Management
- Client Management

Languages

- English
- Marathi
- Hindi

Profile Summary

Results-oriented Accounts Receivable with a proven track record of implementing efficient systems and strategies to improve payment processing time, reduce bad debt, and increase cash flow. Skilled in training teams to achieve high levels of productivity and customer satisfaction. Adept at analyzing accounts and trends to identify and resolve issues, resulting in decreased payment disputes and improved overall cash flow.

Work Experience

Accounts Receivable Associate

GeBBS Healthcare Solutions

07/2021 - Present

- Effectively communicate changes or trends in insurance policies to team members.
- Obtain pre-authorization from insurance carriers for medical services within a designated time frame.
- Follow up and secure prior-authorizations prior to service appointments. Demonstrate proficiency in medical terminology and general medical office procedures, including HIPAA regulations.
- Maintain a productive work rate suitable for the department.
- Record all communication with providers and personnel in standardized documentation with the proper format.
- Review denial reasons and advocate for patients while obtaining approval/denial letters, informing the office of results, and providing appeal services.
- Build relationships with physician offices and clinics by initiating contact via email, answering

phone/email correspondence promptly, and responding within one business day.

- Worked on Claim Centre(Unbilled and Exclusions).

Customer Support Executive

GAMSYS TECHNOLOGIES

11/2020 - 05/2021

- Answered customer inquiries via phone, email, and chat.
- Provided detailed information about products and services.
- Resolved customer issues in a timely manner.
- Demonstration of the Product to the Customers, Offline and Online via Phone Calls.
- Maintaining good rapport with the Customers and anticipating their needs.
- Also handling Sale Support Department with maintaining Administration.
- Testing CRM Panels and User and Internal Applications.
- Recommending new Practices for betterment of Customers Health.

Tele Caller

RK Educational Application

09/2018 - 03/2020

- Respond promptly and professionally to incoming customer inquiries in person, by telephone, or by email.
- Maintain an updated knowledge of the organization's products, services, and customer service policies.
- Document customer interactions when necessary, compiling documents and forwarding information to interested parties.
- Explain simply and clearly in response to customer questions and check for customer understanding and acceptance.
- Recommend new products or services or make suggestions for improvements by identifying relevant features and benefits.
- Assist customers by demonstrating the use of goods and programs and answering any questions they may have.
- Establish and maintain good rapport with

customers by using positive language and anticipating their needs.

Education

B.Tech/B.E. - Mechanical

2018

Mumbai University

Grade - 6.0/10

12th

2012

Maharashtra , English

Grade - 50-54.9%

10th

2010

Maharashtra , English

Grade - 65-69.9%