

RESUME

ANNE BAJRANG

- H.No: 22-1-1103&1104, Flat No 303, Prajay Majestic Apartment, Chaderghat, Hyderabad-24
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CAREER OBJECTIVES:

To work in an environment that is conducive for learning and that gives me scope to add value to the organization and as well as help me widening the spectrum of my knowledge.

WORK EXPERIENCE:

- **Company: OPTUM GLOBAL SOLUTIONS**
- **Duration: 16th Dec 2019 to Present**
- **Position: Senior Collection Representative**

JOB ROLES AND RESPONSIBILITIES:

- Work in line with the US Federal laws and procedures.
- Call insurance companies and check on the claim denial status.
- Strictly using the Process instructions/references and tools to work on claims.
- Working on priority claims as per client requirement and meeting the production and quality TAT.
- Responsible for claims overpayment recovery and adjustment claim amount by in depth researching.
- Adjusting manual and system error in the activities by researching and different applications.
- Working on the following work type and queues:
 - 1) Appeal and Attachment No Response WQ
 - 2) Recoupment WQ]
 - 3) Medicaid and Medicare No Response WQ
 - 4) Medicaid and Medicare Billing Denial WQ
 - 5) Commercial No Response WQ
 - 6) Commercial Billing Denial WQ
 - 7) Crossover Claim with No Response WQ
- Flexible in team support.
- Trained new employees for all the WQs

ACHIEVEMENTS:

- Consistently exceeded expectation by meeting all objective in yearly appraisals
- Awarded “Star of month” twice in one year for excellent performance and flawless quality.

EDUCATION QUALIFICATION:

- B.com (comp) From Pragathi Maha Vidyalaya Degree College (2019) with 72%
- Intermediate From Nava Chaitaniya Junior College (2016) with 65%
- Secondary School Certificate From Oxford high School (2014) with 70%

COMPUTER SKILLS:

- Basic Fundamentals of Computer
- ‘C’ Language
- MS Word, MS Excel

STRENGTHS:

- Good written and oral communication skills
- Commitment towards the work
- Adaptability to any kind of working environment
- Hard working
- Leadership Skill

PERSONAL INFORMATION:

Name : Anne Bajrang
Father Name : Anne Harish
Date of Birth : 17th Feb 1998
Nationality : Indian
Languages Know : English, Hindi, Telugu
Marital status : Unmarried
Hobbies : Listening Song, Surfing On Net, Playing Cricket
Gender : Male

DECLARATION:

I promise that I can render my service at most satisfaction of my superiors and the management I request your good self to kindly consider my resume and provide me a chance to serve in your esteemed organization.

Date:

Place: Hyderabad

(A. Bajrang)