

CURRICULUM VITAE

KADARAM SWAPNA

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CAREER OBJECTIVE :

To attain an entry level position or a position with similar or related responsibilities that provides challenges and enabling me to be creative and efficient in the standards of employer(s) as well as to assist and to be of best service to others in my aim for upgrading and achieving my goals.

PERSONALSKILLS :

- ❖ Good communication skills, proactive, team player,optimisti with good listening ability.
- ❖ Flexible and adjustable to the work environment.
- ❖ A relentless and versatile learner.
- ❖ Skilled to analyze both success and failures.
- ❖ Unblemished integrity,dedication to duty and a high sense of loyalty to the organization.
- ❖ Self motivated and independent.

EDUCATION QUALIFICATION:

EXAM	<i>_Institute/ College</i>	<i>University</i>	<i>_Years</i>
<i>Graduation (B.COM)</i>	Jhanavi Degree for women	Osmania - 75% University	2022
Higher secondary [CEC]	NRI junior college	<i>Board of Intermediate Education - 60%</i>	2018
SSC	Sri Vasvi High School	<i>Board Secondary - 56 % Education</i>	2016



EXPERIENCE:

- ❖ Sagility (HGS HEALTHCARE) Hyderabad, Telangana
 - AS AR representative includes resolving denial by making calls to US companies
 - Denial management of claim
 - Ensure productivity & Quality by maintaining accuracy of date

COMPUTER SKILLS:

- ❖ Ms office (Word, Excel ,Power point)

Strength:

- ❖ Quick Learning
- ❖ Dedicated

PERSONAL PROFILE:

Name	:	KADARAM SWAPNA
Father Name	:	KADARAM SURESH KUMAR
Date of Birth	:	04/03/1998
Gender	:	Female
Religion	:	Hindu
Nationality	:	Indian
Marital	:	Single
Languages known	:	Telugu, English, Hindi

DECLARATION :

I hereby acknowledge that all the information is given above are true to the Best of my knowledge and beliefs.

(KADARAM SWAPNA)

