

# Curriculum Vitae

**VIVEK YADAV**

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**Address:** H. No- 8/31 Sector - 8, Chiranjeev

**Vihar, Near Chancellor Club,**

**Ghaziabad - 201002**

## **Academic Details:**

Year	Degree	Institute	Percentage
2014	Electronics & Communication Engineering	College of Engg. & Rural Technology, Meerut	67.5%
2010	Class XII (U.P board)	P.R.T. Saraswati Inter College, Shikohabad	76.20%
2008	Class X (U.P board)	P.R.T. Saraswati Inter College, Shikohabad	76.00%

## **Career Vision:**

To nurture talent in me by continuously enhancing my skills and willing to work as a key player in a challenging and creative environment to explore my potential as an individual or with a team for mutual growth.

## **Technical Skill:**

Database & Reporting Tools (Microsoft Excel | Microsoft PowerPoint)

Created dashboards like Associates performance tracker and client reports, Quality feedback reports, PETA etc with the help of MS Excel (formulas and functions).

Healthcare Applications (MD IV | AccuPoint | eClinicalWorks)

Worked on various EMR and EHR tools like | Claim MD | APex and TriZetto.

## **Professional Experiences:**

- ❖ Organization: **Hartron Communication, Gurgaon.**
- ❖ Designation: Account Receivable
- ❖ Duration: 08/08/2015 to 06/30/2017
  - Job responsibility: Used to follow up with the insurance companies in order to get the payment.
  - Learnt about software and reviewing the claim in system.
- ❖ Preparing appeals to get claim paid by insurance.
  - Preparing appeals to get claim paid by insurance.

- ❖ Organization: **Access Healthcare, Pune**
- ❖ Designation: Senior Client Partner
- ❖ Duration: 10/07/2017 to 10/04/2019

- Job responsibility: Handling various work queues i.e., insurance follow up, denial batches and coding responses, Preparing Appeals etc.
- Reducing AR as per client requirement.

- ❖ Organization: **CGM ARIA Pvt. LTD.**
- ❖ Designation: Quality Compliance Associate
- ❖ Duration: 08/26/2019 to still working

- Handling Quality for Therapy Services such as Behavioral Therapy, Occupational Therapy, Speech Therapy etc.
- Performed audit for multiple processes and generated quality scores fairly and consistently, according to the guidelines and formats of the practice.
- Compiled and distributed feedback to Ops team in weekly quality session and make sure feedback are recorded and sent to the supervisors within the defined timelines.
- Performed root cause analysis to create and revise procedures, checklists and audit plans to reduce error disputes and client escalations.
- Prepared Month-End reports for clients and other relevant reports like production tracker, feedback tracker and performance dashboard to identify areas for process improvement.
- Crafted training materials and ran on-boarding sessions to train incoming team members.

## **Hobbies**

- Interest to read about Geography, Cooking and Gardening.

## **Personal Details:**

Father's name: Prawan Kumar

DOB: 31/08/1993

Gender: Male

Marital Status: Married

Permanent Address: Village - Nagla Heera Singh, Near Railway Station Shikohabad, Distt: Firozabad, U.P. - 283141

Signature

(Vivek Yadav)