

## RESUME

### **SYED MUSTAFA BUKHARI**

Mobile: 810-600-3046

Email : [Syedm1397@Gmail.com](mailto:Syedm1397@Gmail.com)

#### **Professional Profile**

- ❖ An energetic professional with 8 years of experience in US Healthcare AR follow up insurance verification and Staffing specialist.
- ❖ Significant exposure in Insurance Verification, interfacing to understand the requirements and providing customized services

#### **Randstad India pvt Ltd, (Client: Google), Hyderabad, India**

**Online Staffing Screening Specialist, Lead**

**06/2022 – present**

- ❖ Screening candidates application on various requisitions.
- ❖ Worked on different channels as per business requirement.
- ❖ Recognized as one of the Out performers.
- ❖ Provided support and guidance to new hires in their ramp phase and responsible for their performance matrices before they move into production.
- ❖ Leading of 15 members by ensuring that their quality and work is accurate and also new hires intheir mentoring period.
- ❖ Updating the SOP on a timely basis in an updating sheet.
- ❖ Collating, checking and analyzing spreadsheet data, also ensuring that sheets are protected
- ❖ Screening candidates applications for APAC,EMEA & NAM regions
- ❖ Trained on all the PODS

#### **R1 RCM Global Private Ltd (Accretive Health Services)**

**Senior Analyst**

**Oct 2020-June 2022**

- ❖ Effectively followed up on the Physician claims.
- ❖ Accurate Processing and completion of claims upon First Receipt
- ❖ Account Receivable (AR) follow up
- ❖ Part of a special team for patient AR follow up
- ❖ Have been flexible as per business requirements.
- ❖ Played SME role and helped my team mates in processing and completion of claims.
- ❖ Maintained 100% Quality throughout the year.
- ❖ Thorough knowledge on High dollar claims.
- ❖ Immense Knowledge of insurance guidelines for all payers

**IKS Health****Revenue Cycle Officer**

Dec 2018-Sep 2020

- ❖ Effectively followed up on Physician claims by calling insurance for possible payments.
- ❖ Applauded with multiple performance-based certificates.
- ❖ Trained on Physician claims, Co-ordinates of Benefits physician.
- ❖ Immense Knowledge of insurance guidelines for all payers
- ❖ Trained & Mentored new hires on Process
- ❖ Identified Trends and resolved Aging Claims.
- ❖ Have been SPOC for collating the bright ideas from the team members, I have been circulating the motivating emails to the team in this regards.

**Hinduja Global Services, India****Senior Process Consultant**

Nov2016-Nov 2018

- ❖ Effectively followed up on the Hospital claims by calling insurance for possible payments.
- ❖ Worked on High Dollar reports and other client reports.
- ❖ Identified trends and findings across payers and shared with team which reduced the average time spent on the claims.
- ❖ Received several prestigious awards for valuable performance in various months by the company.
- ❖ Worked as a Process trainer, trained new hires on US Healthcare and delivered Project specific training.
- ❖ Also worked as a MRT in clearing the back log along with focused internal audits.
- ❖ Identified trends & Value adds.
- ❖ Mentored users and acted as Team lead in leads absence
- ❖ Handled Special Projects as per the business Requirement
- ❖ Shared Best Practices with the team on production and quality.

**Achievements in Job**

- ❖ Received the EXTRA MILLER AWARD for having 100 % quality throughout the year
- ❖ Received the TOP GUN AWARD for identifying the new trend in the project that saved \$500,000 to client.
- ❖ Played as a Team leader, Quality Analyst and Mentor for a team of 13 in a New Project.
- ❖ Received RNR for Clearing the Backlog in the New Project as MRT.

**Computer Knowledge:** Microsoft Office, Internet knowledge, Visual Basic, C# and Undergoing certification on Power BI .

**Academic**

<b>QUALIFICATIONS</b>	<b>COLLEGE/SCHOOL</b>	<b>UNIVERSITY BOARD</b>	<b>PERCENT-AGE</b>	
Master's Of Business Administration	ST. Martins Institute Of Business Management	OSMANIA UNIVERSITY	79.00%	
Bachelor Of business Management	Gandikota Business School	KAKATIYA UNIVERSITY	67.00%	
Intermediate	Sri Chaitanya Jr.College	B.I.E	60.00%	
SSC	AnandBagh High School	Board Of Secondary Education.	66.00%	

**Personal Details**

Date of Birth : 02/08/1993  
 e-mail : **Syedm1397@gmail.com**  
 Father's Name : Syed Abdul Kareem  
 Marital Status : Unmarried  
 Nationality : Indian  
 Linguistic Skills : English,Hindi & Urdu  
 Hobbies : Listening Music & Playing cricket

I hereby declare that the above information given by me is true to the best of my knowledge.

Syed Mustafa Bukhari

