

Mr. Amit Prakash Nawale
01 Nov 1999
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Location : New Sangvi

SUMMARY :-

Seeking a job in reputed Organization where I can utilize my skills and knowledge to achieve Organizations goals and having a successful career by accepting any challenging work. Learn and earn for the benefit of the organization.

EDUCATION QUALIFICATION :-

- 12th Arts (2017) from Maharashtra State Board with 56.15 % marks.
- TY BA (2020-21) from Pune University with 71.00 % marks.

Work Profile

1. **Company Name: Mothersun**
 - **Designation: Data Operator**
2. **Company Name: Access Healthcare**
 - **Duration: Jan 2022 – April 2023**
 - **Designation: Client Partner**

Other SKILLS :-

- Basic Computer knowledge
- Computerized Typing English 30 wpm.
- Completed Data Entry course.

Interest and Hobbies :-

- Playing Cricket
- Travelling

STRENGTHS :-

- Easy Communicate with people.
- Excellent communication and presentation skills
- Ability to work in team.
- Decision making power.

Professional Experience :-

Access healthcare Pvt ltd

27 Jan 2022 to April 2023. Asst. Client Partner– (Process- AthenaHealth–US Client)

Key Deliverables as Client partner :

Review patient health insurance, Medical billing and health related documents processed by associate (Quality Check), and verify and ensure the quality of data.

Proof read documents to verify that information is correct, Review all data fields for accuracy before release data to client.

Identify and compare data quality problems and resolve all data exception in time and accurate manner in given TAT.

Analyze and validate data according to predefined business rules and procedures to meet SLA.

Playing an important role to resolve client escalations and integration issues.

Maintaining a record of original data and corrected data, and all updates received from client and report to Team leader.

Maintaining update tracker and query tracker.

Mentoring new associates, review their work and if necessary provide quality feedback to them.

Attending relevant training sessions to enhance knowledge base and sharing within coordinating teams.

Encouraging for creativity, Process improvement.

DECLARATION :-

I hereby declare that the above mention information is correct up to my knowledge.

Amit Nawale