

CURRICULUM VITAE

Richa Saboo.

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Objective:

To secure a challenging position that utilizes my experience, while allowing me the opportunity to grow professionally. I offer quick learning ability, strong interpersonal, verbal and written communication and presentation skills, functioning well both independently and as a team player. My goal is to become a valued asset to the organization.

Scholastics:

<u>Qualification</u>	<u>Institute</u>	<u>Year</u>
PG Diploma in Banking	IFBI	2012
B.Com. (H)	Calcutta University	2010
Common Proficiency Test	ICAI	2008

Work Experience:

Wipro Pvt. Ltd. (September'2021 – till date)
[Medical billing and claims]

Working as an SME (RCM Denial Management). Processing insurance claims for US healthcare industry including registration, verification, claims evaluation etc. Supporting team members by providing them assistance in regards to the process. Making daily reports and handling client queries through mail and over calls etc.

Comprehensive Prosthetics and Orthotics (November'2020 – August'2021)
[Medical billing and claims]

Worked as an SME (RCM Denial Management). Processing insurance claims for US healthcare industry including registration, verification, claims evaluation, invoice processing etc. Also handling the team as a first level supervisor and support team members by providing them assistance in regards to the process, make daily reports, delegate files , etc.

Cognizant Technology Solutions (January' 2016 – September'2019)
[Formerly Medfin India Private Limited]

Processing insurance claims for US healthcare industry including registration, verification, claims evaluation, invoice processing etc.

Aegis Limited (December'2013 – January' 2016)
[Essar Group]

Processing insurance claims for US healthcare industry including registration, verification, claims evaluation, invoice processing etc.

ADFC Private Limited (September' 2012 – September'2013)

[Captive processing support unit for HDFC Bank Ltd.]

Customer Service Executive, Credit Card Operations

Assisting clients by handling complex queries including complaints and feedbacks, Monitoring incoming queries on a daily basis to prepare MIS reports,
Working in coordination with team members and team leader to achieve targets timely.

Wipro Pvt. Ltd. (November'2010 – June'2011)
[Customer Service Executive]

Worked as a customer service associate for HP process, working in co-ordination. With team members to achieve targets before the deadline.

Computer knowledge

Proficient in MS Office – Word, Excel, Power Point.

Richa Saboo:

Date: