

**MEETHALI PAREKAR.**

**ADDRESS:** JJ Colony, Lane no : 3, Near Global Hospital, Wagholi, Pune, Maharashtra – 412207.

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**CAREER OBJECTIVE:**

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my years of experience to the fullest.

**Professional Experience:**

Organization: **Evolent HealthCare Pvt Ltd. Pune**

Designation: Analyst (Enrollment and Eligibility)

Duration: 28<sup>th</sup> of December 2020 till 31<sup>st</sup> of March 2023.

**ROLES AND RESPONSIBILITIES:****Department:- Customer Service team**

- Response sent to the queries sent by Customer through tickets.
- Worked on SDS and CDS Portal tickets and attaching documents to member records.

**Department:- Passport team**

- Maintained member's record in sequence , in order to understand for which period member has chosen LOB(Line of Business).
- Processing Id Cards for new enrolled members.

**Department:- Eligibility and Enrollment**

Worked on below tasks:

- 834 files.
- SEP Portal, Enrollment, Hold, Cancel.
- Workflow tickets (UrgentElig, PMElig, Radial, Eligverify, ZDNF).
- PCP assignments.
- JIRA tickets.
- Caresheet Escalations.
- Overlapping Coverage, Fallouts, Financial Holds.
- Worked on various projects send by WAHBE.(Washington Health Benefit Exchange).

Demographic details, Reinstatement, Adding and terming members, Providing PCP, Rates, Premium, ID cards, etc. are done under above tasks.

Tool used:- Aldera. Lifewise Portal, Blue Cross Portal, Alaska Portal SQL Acces for 834 file.

Organization: **Principal Global Services Pvt Limited, Pune.**

Designation: Analyst (Group Insurance - Policy Administration)

Duration: 26<sup>th</sup> of June 2017 till 20<sup>th</sup> of March 2020.

**ROLES AND RESPONSIBILITIES:**

- Work on life/non-life group insurance policies in administration area. (US Insurance)
- Process the assigned policy request on daily basis in given timeframe.
- Review the policy documents and process endorsement in system.
- Using COMPASS/CAPTURE/ADMIN portal applications to maintain policies.
- Send discrepancy report to vendor/broker and follow up until discrepancies are resolved.
- Creating Account structure based on Employer.
- Specifications: Review the programming files (ANSI, Fixed Width, and Delimited) and send the observations to the assignee of the account.
- As per Employer we providing coverage to employees. Like (Basic life, Voluntary term life, STD (short term disability), LTD (long term disability), VCI, ACC, Dental, Vision etc.
- Enrol new members in policy, Change demographic details, Increase or decrease limits elected and approved. Terminate and reinstate members and send the discrepancy reports to vendors for any clarification. Make changes as per the vendor's response.
- Process the Amendment/changes in account structure as per employer requirement.
- Ensure to achieve quality targets and required AHT.
- Daily task assignment & mentoring the teammate's in absence of SME.

#### **Achievements:**

- Received award for good performance in training & achievement during Ramp-up.
- Received award on 04-2018 for Constantly maintaining Productivity and Improvement in team.
- Received award on 09-2018 for Constantly maintaining Productivity and Improvement in team.
- Received award on 12-2019 for Achieving highest Productivity with required Quality in team.

**RB COMPUTERS** - as a Trainer From 15<sup>th</sup> Sept 2014 to 27<sup>th</sup> May 2017.

#### **ROLES AND RESPONSIBILITIES:**

- Maintains All Records of Students.
- Attends the call and provides necessary information related to the Course.
- Coaching to Candidates who are eligible in appearing the final examination.

#### **Qualification:**

<b>Degree</b>	<b>Discipline</b>	<b>University</b>	<b>Percentage of Marks</b>	<b>Year of Passing</b>	<b>Details</b>
M. SC	Statistics	RTM Nagpur University	63%	2012	2 Years full time Masters degree
B. SC Computers	Physics, Statistics & Computers	RTM Nagpur University	59%	2010	3 Years full time Bachelor degree
H.S.C	Science	MS Board	55%	2007	Full time
S.S.C	General	MS Board	66%	2005	Full time

#### **Technical Skills:**

Application software : MS-Office, Internet Applications.

Technical and package : SAS (Statistical Analysis System) BASE, ADVANCED, CLINIC.

**Personal Skills:**

- Excellent Organizational skills
- Ability to work in team and dynamic environment
- Ready to take challenges and having good problem solving skills.
- Ready to work in 24/7 Environments

**Personal Profile**

Date of Birth	12-04-1990
Languages Known	Marathi, English and Hindi
Nationality	Indian
Father's Name	Naresh Ganpatrao Parekar
Mother's Name	Sangeeta Naresh Parekar
Marital Status	Married

**Declaration**

I hereby declare that the above written particulars are true to the best of my knowledge and belief. I look forward to receive your reply. Thanking you in anticipation.

Date:  
Place:

Yours faithfully,  
**Meethali Parekar**