

SHIKHA UPADHYAY

D-92 sector -56 Noida 21301 **Mobile:** +91-7906629298 **Email ID:**
shikhaupadhyay0402@gmail.com

Dependable and dedicated insurance professional experienced in healthcare division looking for a position where I can utilize my skills, put my learning into practice and make a contribution. I am eager to learn more and excited about building a career in this dynamic industry.

➤ Currently working as a Reporting Analyst (Healthcare Division) with **EXL Service** (Jul-18 to Present).

- Analyzing the amount of payment of claims made by the client to the group.
- Analyzing various policies and plans for claims payment.
- Auditing for overpayment of claims.
- Adjustment of claims.
- Coordinating with the onshore team for the recalling of any overpayment.
- Analyzing the health reports and the other pre requisite documents submitted by the client.
- Providing the brokers and general agents with a quote for working on the account of the group submitted.
- Working on renewing the policies of the groups using various tools.
- Coordinating with the brokers and general agents.

YEAR	QUALIFICATION	SPECIALIZATION	UNIVERSITY	%
2018	Graduate	B.Tech (Biotechnology)	Mangalayatr University (Aligarh)	8.2 C.G.P.A
2014	Higher Secondary (12th)	P.C.B	CBSE	68%
2012	Senior Secondary (10 th)	–	CBSE	7.4

- Singing
- Reading
- Travelling
- Dancing
- Meeting new peoples

Basic Knowledge of:

- MS-Word
- MS-Excel
- MS-Power Point

- ☐ One month training in quality department from brindavan Ago Industries(P) LTD. Hathras manufacture of sparkling beverages of the coca –cola company product.
- ☐ One month Hands on-training in the molecular biology from the institute of biotechnology& research center(I.B.R.C), Agra.

Father's Name: Mr. Brahm dev Upadhyay
Date of Birth: 1 March 1997
Gender: Female
Languages known: English (U.S.), Hindi,
Nationality: Indian