



# SILKY KATYAL

Senior Analyst

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 9267945957

 578 Phase 3B 1 sector 60,  
Mohali, Punjab

## INTERESTS

I love to interact with people and  
surfing new food receipes on Net.



## EXPERIENCE

### IBM India Pvt. Ltd company, Gurugram

Senior Analyst

07/05/2007 - 27/06/2013

Adjudicate the U.S health insurance claims, reports on excel sheet, attending the calls from the client, resolving the issues and update the queries of the team.

### Accretive Health India Pvt. Ltd, Gurugram

Senior Analyst

25/10/2013 - 05/10/2015

Working with insurance companies and resolving the claim denials for US hospital through calls, chat and emails. Updating the information on the database and dealing with clients on the same. Also, posting the cash and allocate the invoices with the payment.

### OPTUM GLOBAL SOLUTIONS, Cyber City, Gurugram

Senior Analyst

16/09/2019 - 06/03/2020

Working with U.S pharmacy companies and resolving the claim denial through calls, chat and emails. Updating the information on the database and dealing with clients on the same. Also, posting the cash, adjustments and allocate the invoices with the payment.



## EDUCATION

### Bharti College

Bachelor of Arts in OMSP(Office Management and Secretarial Practice)

60%

2006

### Senior Secondary Education (12th)

C.B.S.E

80%

2003

### Secondary Education (10th)

C B.S.E

57%

2001



## ACHIEVEMENTS & AWARDS

Received quarterly R&R awards for best performance in 2009.

Received Star Performance award in 2011.

Received montly Best Quality performance award in 2012.

Received star performance award in 2015



## PERSONAL PROFILE

Date of Birth : 26/09/1986

Marital Status : Married

Nationality : Indian

Known Languages : English, Hindi and Punjabi

Hobby : My hobby is cooking.

Passport : Yes