**Aiswarya.M** F4, Velumani Apartment

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Chennai – 600100

**Objective:**

Seeking a challenging and rewarding opportunity with an organization of repute which recognizes my true potential and effectively utilizes/ nurtures my technical skills in the fields of finance and account.

**Working Experience:**

* Worked as US IT recruiter at Radus Tek Services from 2014 to 2015.
* Worked as a **Finance practitioner** at **IBM Chennai** from Aug 2015 to Nov 2016.

**Experience Summary:**

* Having experience in Vendor and direct client requirements.
* Having 1.4 years of experience in field of Insurance, finance & accounts.
* Experienced in booking and updating insurance policy for the customers
* Experienced in analyzing pharmacy bills and insurance discrepancies
* Verified customers claim submissions and reimbursement settlement  Domain Knowledge: Insurance

**Skill Set:**

* Preparation of different reports using MS-Excel
* Having good knowledge in Tally ERP-09, Windows OS & MS office

**Work Experience:**

Organization : IBM

Client : Express Scripts

Domain : Finance and Accounts / Healthcare

Tools used : Citrix Meta Frame, RX home and MS-Excel

Role : Finance Practitioner

Duration : Aug 2015 to Nov 2016

**Project Description:**

*Express scripts are one among the largest* ***Pharmacy Benefit Management*** *(PBM) organization*

*in United States. It coordinates the distribution of outpatient pharmaceuticals through a variety of benefit management services that makes the use of prescription drugs safer and more affordable for their members. It handles millions of prescriptions each year through home delivery from the Express Scripts Pharmacy*.

At IBM we are responsible for maintain information of all patient's information with confidentiality.

Create and update insurance policy and verify claim information, claim reimbursement for the members.

**Roles & Responsibilities:**

* Reviewed patient bills for accuracy and completeness, and obtained any missing information
* Creating insurance policy /Modify or update the personal details in the database
* Responsible for identifying and resolve medical billing and insurance discrepancies
* Verify the Submitted claims to ensure accuracy and ensure that whether the reimbursement is posted to patient's accounts.
* Ability to determine priorities, establish timelines and effectively manage of workflow
* Responsible for maintaining metrics and status reports
* Training/Buddy Monitoring/scale up the new joiners

**Educational Qualification:**

* **MBA in Finance** from Bharathidasan University, Trichy in 2014 with an aggregate of **85.00%**
* **B. Com** from Seethalakshmi Ramaswami College afflicted to Bharathidasan University, Trichy in 2012 with an aggregate of **81.00** %
* H.S.C from Govt Girls Higher Secondary School, Alangudi in 2009 with **91.00%.**

**Personal Summary:**

* Self-motivated and hardworking Individual adapts efficiently and fast to changing circumstances.
* Analytical and detail –oriented, able to identify and process of improvements that increase accuracy, consistency, and efficiency.

**Personal Details:**

|  |  |
| --- | --- |
| Father’s Name | : Mr. Muthumanickam |
| Date of Birth | : 23rd May 1992 |
| Languages known | : Tamil, English and Telugu |
| Hobbies | : Reading books, listening to music, Drawing and Painting. |

I, hereby declare that all the information provided is true to the best of my knowledge and belief

Place: Yours Truly

Date: **(Aiswarya.M)**