# SARDARNI SIMARJEET KAUR

Nanak Sai Residency, Hanuman Tekdi, Abids, Hyderabad, Telangana 500001

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Looking forward to working in new challenging avenues to enhance my potential and to grow by contributing my best to the growth of the organization.

| WORK EXPERIENCE | | | | |
| --- | --- | --- | --- | --- |
| **COMPANY** | | **PROJECT** | **DESIGNATION** | **PERIOD** |
| CARELON GLOBAL SOLUTIONS LLP  **Responsibilities Handled**:   * Process New enrollment/Reinstate/Change/Re-enroll/ Termination requests of the members in a particular group. * Work on the group data to ensure the appropriate eligibility and their records are updated and maintained on their tracking database. * Send discrepancy letters to the group if any discrepancies are found in the information. * Ensured accurate processing and completion of IQTs requests . * Worked on capturing process to create inquiries in WGS as per the member request provided in the doc and then assigning the inquiries to a particular queue for completion of the given requests. | | EET  -  Membership | Enrollment Associate | April 2020  –  March 2023 |
| OPTUM GLOBAL SOLUTIONS  **Responsibilities Handled:**   * Reconciliation of the provider information Audit and update the provider demographic record and fill in the missing information after proper verification. * Work on provider / vendor data to ensure the appropriate eligibility and their records are updated/ maintained on their tracking database using variants of NDB. * Perform internal audit on a daily basis for accurate quality results of the team. * Responsible for daily reports like team Utilization reports, inventory status reports. * Gave floor support to the new folks who joined the process. * Have given Overtime support to Onshore whenever they are required for reducing inventory volume. * Worked on provider claim and information systems(PCIS)   **Accomplishments:**   * Received R&R (Rewards & Recognition) for-   + Special Recognition award – FY’16   + Star award – FY’17   + Star award – FY’ 18 * Higher Leadership appreciations on maintaining 100 % quality & customer satisfaction. * Maintained monthly EE’5 ratings. * Corporate throwball tournament winner year – FY’18 | | Data Recon  -  PHS Nice | Claims Associate | July 2016  –  April 2020 |

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| EDUCATION QUALIFICATION | | | |
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| **EDUCATION** | **NAME OF SCHOOL/COLLEGE** | **BOARD / UNIVERSITY** | **YEAR** |
| Graduation  (B.com Computers) | Geetanjali Degree College | Osmania University | 2015 |
| Intermediate  (Commerce) | Hindu Girls College | Board Of Intermediate | 2012 |
| School Secondary Education  (10th Class) | Icfai Republic School | State Board Of Secondary Education | 2010 |

| STRENGTH |
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| * Self confidence & Self motivated * Perfectionist & Hard working * Responsible & Honest * Quick learner |

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| PERSONAL INFORMATION | |
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| **FULL NAME** | Sardarni Simarjeet kaur |
| **FATHER NAME** | Raspal Singh |
| **DATE OF BIRTH** | 19-7-1995 |
| **NATIONALITY** | Indian |
| **LANGUAGES** | English, Hindi & Punjabi |

| DECLARATION |
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I hereby declare that the details mentioned above are true to the best of my knowledge.

Place: Hyderabad

Date:

SARDARNI SIMARJEET KAUR

(SIGNATURE)