**SHIVA KEERTHI**

Phone: 8978755307

Email:keerthishiva22@gmail.com

# LIFE OBJECTIVE:

To be able to apply my education and skills for successful career and for the welfare of the humanity.

# CAREER OBJECTIVE:

To serve in an organization which provides an excellent environment for continuous learning and where my skills would be utilized to the fullest potential thereby achieving the organization’s growth along with my personal and professional growth.

# EDUCATIONAL QUALIFICATION:

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Institute/college | Board | Year of passing |
| Degree | Haindavi Degree College | O.U | 2017 |
| Inter | Sri Chaitanya Junior College | O.U | 2014 |
| S.S.C | Amaravathi Talent High School | SSC | 2012 |

**WORK EXPERIENCE :**

**Company : GENPACT PRIVATE LIMITED**

**Role :** ASSOCIATE

**Experience :** 18 Months

# Responsibility :

* Working with different insurance companies to minimize errors and denials of claims.
* Clearing outstanding claims.
* Identifying the denial of the claims and bringing optimal resolution for the claims.
* Probing and disputing on the time lapsed claims for payments.
* Negotiating for correct payment from different insurance companies of US.
* Adhering to HIPAA rules and working accordingly.
* Checking Collections and increasing the cash flow.
* Dealing with Medicaid HMO’s and state insurance companies of U.S like MEDICARE and MEDICAID Along with all commercial insurances.
* Minimizing patient bills and write off.
* Working only on >30 days AR and resolving the disputes.
* Attending conference and meetings for the improvement and changes of the current process.

# TECHNICAL SKILLS:

**Programming languages** : Basics of C.

**Tools Known** : Ms Office,Script Med

**Operating Systems** : Windows, Linux.

# PROFESSIONAL TRAINING:

Undergone 2 months training in “FTNS” from ‘NSDC’ Hyderabad.

**PERSONAL PROFILE**

Name : K.Shiva

Father Name : K.Venkatesh

Mother Name : K.Manjula  
Date of Birth : 22-10-1996

Sex : Male

Marital Status : Unmarried

Nationality : Indian

Religion : Hindu

Hobbies : Listening Music, watching movies

Languages

Known : English, Telugu and Hindi

Address : 11-3-664/455/1, Sanjeevapuram,Parsigutta,Sec-Bad,

Hyd,Telangana,500061

# DECLARATION

I hereby declare that the above provided information is true to the best of my knowledge.

# Place: Hyderabad Date:

**(SHIVA .K)**