

# Manikant Kumar

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## ➤ OBJECTIVE

A highly versatile individual, hardworking, motivated with a great interest in the Application development seeking challenging assignments with an organization of repute which enable me to use my skills towards achieving organization goals and objectives.

## ➤ ACADEMIC QUALIFICATION

| Class | School/College Name/University         | Year |
|-------|--|------|
| 10th  | Mananpur High School. Bihar Board      | 2009 |
| 12th  | R.Lal College, Lakhisarai. Bihar Board | 2011 |
| BCA   | Jaipur National University.            | 2014 |

## ➤ FUNCTIONAL SKILL SET

- Outstanding expertise in all Microsoft Office applications.
- Comprehensive knowledge of MS Excel in a business environment.
- Extensive experience in designing templates, user forms, user defined functions.
- Remarkable analytical, problem-solving, and troubleshooting skill.
- Quick learner and team player with ability to work independently.

## ➤ TECHNOLOGY KNOWN

- **Programming Languages/Utilities:** VBA
- **Web Programming:** HTML, JavaScript
- **Databases-** MS SQL SERVER

## ➤ PREVIOUS EMPLOYER

**Employer:** Porteck India info services Pvt. Ltd.

**Designation:** Billing Executive.

**Period:** June 2015 To Dec 2016

**Responsibilities:**

- Responsible to posting payable bills and adjustment in billing database.
- Generate and reconcile daily report using advance excel formulas like Index match, Vlookup, Hlookup.
- Maintain payment records related data in excel file.
- Responsible for downloading data from medical billing software.

- Fix any issue related to insurance and patient payments, eob rejections, and other issue with outstanding accounts if there in report file.

## ➤ CURRENT EMPLOYER

**Employer:** - Pacific BPO Pvt. Ltd.

**Designation:-** Billing Executive

**Period:** Dec 2016 TO October 2018

### **Responsibilities:**

- Responsible to posting payable bills and adjustment in billing database.
- Generate a daily report using Vlookup to reconcile Collection received from insurance and Patient in spreadsheet.
- Maintain payment records related data in excel file.
- Generate monthly reports using Excel functions like Vlookup, Hlookup, pivot table, Chart .
- Work on Client response and their mails.
- Perform the task of creating, organizing, updating and accounts on data spreadsheets by using medical billing software.

## ➤ PERSONAL DETAILS

|                 |                                      |
|-----------------|--------------------------------------|
| Date of Birth   | : 4th April 1993                     |
| Father's Name   | : Prayag Yadav                       |
| Marital Status  | : Single                             |
| Nationality     | : Indian                             |
| Languages Known | : English, Hindi                     |
| Hobbies         | : Internet Surfing, Listening Music. |

Date: -

Place: -Noida

**(Manikant Kumar)**