

Manikant Kumar

**Vijay Nagar, Ghaziabad,
UP-201009**

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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)

