

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)