

## SAROJ

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### Profile Summary

- Working with leading NASDAQ listed MNC **Capgemini**, A Global consulting and Technology Company.
- Around Two and a half years experience in US Health Insurance process.
- Completed **Bachelor of Arts** from **University of Delhi**.

### Skills

Effective Mail Writing	Strong Internet Navigation	Good communication
Excellent Interpersonal Skills	Multi Tasking	Great Team Player

### Career Scan

#### Capgemini| NSEZ, Phase II, Noida as Process Associate |27 Oct'16-Till date

##### Role

- Responsible for processing HCFA, UB and Dental Claims.
- Review all the annexure like explanation of benefits, Medicare forms.
- Ensure accurate and timely processing of Claims within Client SLA, TAT on daily basis.
- Achievement of Target on daily basis.
- Ensuring the confidentiality of sensitive client information

#### Raj Office Solutions Pvt. Ltd.| NSEZ, Phase II, Noida As Project Trainee |02 May'16-26 Oct' 16

##### Role

- Worked in US Health Insurance process for Capgemini As contract employee.

### Academic Qualifications

2012	Bachelor of Arts-Programme from SOL, University Of Delhi
2005	12th Passed from Govt. Girls Senior Secondary School, New Kondli, Delhi
2003	10th Passed from Govt. Girls Senior Secondary School, New Kondli, Delhi

### Other Courses/Certifications

- **Basic Computer Course** from **NIEST**, Noida in 2007.  
Typing speed: 35 w.p.m on Computer keyboard

### Strength

Ability to work in continually challenging environment  
Ability to work independently & with little supervision  
Willingness to learn with high energy level  
Committed, Hard Worker, Quick learner  
Easy going and relaxed when dealing with people  
Easily get along with everyone

### Personal Dossier

Husband Name	Hukum Singh
Date of Birth	26 August 1987
Residential Address	House No# 81, Prakash Nagar, Khora Colony, Near Ambedkar Gate, Ghaziabad-201001
Language Proficiency	English, Hindi
Marital Status	Married