



Ram Kumar

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Current Address: RZP-106, Raj Nagar Part-II, Street No.02, Dwarka Sec-8, New Delhi-110077

Professional Summary

Organized data entry professional bringing a proven history of data management expertise. Focussed and effective as demonstrated over 7 years in related roles. Solid foundation of knowledge in all types of data with a drive to continue honing a diverse and dynamic skill set.

Skills

- Medical bill auditing
- Microsoft Office proficiency
- Report drafting
- Error detection
- Excel formulas
- Database management
- Data verification
- Data Entry with speed of 80 WPM
- Documentation and control
- Recording patient demographics
- Mail distribution
- Relationship building
- Invoice preparation

Career Contour

Senior Medical Biller, May'11 to May'17

Horizon BPO Pvt. Ltd., Gurugram, HR

Highlights

- Analyzed departmental documents for appropriate distribution and filing.
- Entered details such as payments, account information and call logs into the computer system.
- Verified data integrity and accuracy.
- Trained new employees on multiple medical billing programs and data entry software.
- Produced monthly reports using advanced excel spreadsheet functions.
- Identified data entry errors and reported to necessary departments.
- Obtained scanned records and uploaded them into the database.
- Reviewed and updated client correspondence files and scheduling database.
- Executed data verification to detect errors.

Academic Credentials

2014 Bachelor of Arts (Hindi, English, History, & Political Science)-University of Delhi-New Delhi, DL

IT Skills: MS Office, Word, Excel, Med Sol Software

Accomplishment

- Updated and maintained company database to reflect current and accurate client records for more than 100 accounts.
- Responsible for Training all new employees to ensure continued quality of customer service.
- Reviewed and updated client correspondence files and scheduling database.