**RESUME**

**T.RATHNA KUMARI**

D/O.T.ABRAHAM**,**

H.No:18-13-182/14

ABDULLA COLONY,

CHANDRAYANGUTTA,

BANDLAGUDA, **Email ID**-rathna.kumarit14@gmail.com

HYDERABAD-500005 **Mobile** **no**:-9032301646



**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CAREER OBJECTIVE:**

To build my career by acquiring a suitable position in well-established organization and willing to work with high degree of commitment, hard work and sincerity in a challenging and creative environment and then my technical expertise would be used for the organization development.

**ACADEMIC PROFILE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALIFICATION** | **UNIVERSITY/**  **BOARD** | **INSTITUTION** | **YEAR OF PASSING** | **PERCENTAGE** |
| Masters in Pharmacy | Osmania University | St. Paul’s College of Pharmacy | 2019 | 8.51 |
| Bachelors in Pharmacy | J.N.T.U. Hyderabad | Teegala Krishna Reddy College of Pharmacy (TKRCOP) | 2016 | 70.34% |
| Intermediate | Board of Intermediate Education. | NRI Jr. College dsnr. | 2012 | 71% |
| C.B.S.E. | Central Board of Secondary Education | kendriya.Vidyalaya C.R.P.F school | 2010 | CGPA  (6.2%) |

**EXPERIENCE:**

**Optum Global Solutions (UNITED HEALTH GROUPS), Hyderabad**: Having experience of 1 year 3 months as Pharma Benefit analyst (i.e., on contract basis from 24th July 2017 to 19th February 2018 and on role from 12th March 2018 to 20th September 2018).

**Roles and Responsibilities:**

Analyze benefit requests and secure all necessary data to ensure appropriate. Implementation based on applied logic of RxCLAIM (by SXC) pharmacy claim adjudication system.

* Work with Client Management to implement new and maintain existing benefit plans and client pricing in the pharmacy claim adjudication system.
* Work with Clinical Pharmacy to implement formulary updates and clinical programs in the pharmacy claim adjudication system.
* Work with Pharmacy Network Management to implement pharmacy rate changes and network additions in the pharmacy claim adjudication system.
* Ensure timely communication of any issues and/or information needed to complete a plan request.
* Develop client specific implementation plans and manage implementation processes in accordance with department protocol.
* Run queries out of the RxCLAIM adjudication system to secure all necessary information to implement plan requests.
* Develop and run macros in RxCLAIM to implement plan requests.
* Perform claim testing to ensure accurate claim adjudication.
* Maintain acceptable and appropriate quality levels and production turnaround times
* Adhere to all documentation standards within the department.
* Assist with the development of process improvements for the department.
* Research and respond to all claims processing inquiries from Client

**Omics International Private Limited, Hyderabad:** Carrying an experience of 1 year 9 months as Program Coordinator (i.e., 20th May 2019 to 28th January 2021).

**Roles and Responsibilities:**

* Search on Medical Databases like PubMed, Biomed Central, Science Direct, Universities, Other Publishers, Institutions, and organizations.
* Responsible to manage the entire Peer - review process of a manuscript. Inviting articles assigning editors and reviewers, formatting manuscript and its online publishing was my daily tasks.
* Preparing invitations for Call for Papers, EB Members. OCM and special Issues, Special Editions, etc.
* Maintaining regular communication and feedback with scientists, academicians, and professionals for maintaining flow of manuscripts, expanding the editorial board and reviewer’s panel for each journal.
* Checking the complete website for any modifications.
* Managing uniformity in issue release, campaigning to promote the journal, collecting relevant data and developing a database of Editors, reviewers and authors is a part of regular duty of an Editorial Assistant.
* Responsible for proof works, quality check for article proofing and editing.
* Worked well independently and on a team to solve problems.
* Served as a friendly, hardworking, and punctual employee.
* Brought forth excellent creative thinking abilities and skills.

**Magnus Groups, Hyderabad:** Currently working as Program Coordinator from July 01, 2021

**Roles and Responsibilities:**

* Search on Medical Databases like PubMed, Biomed Central, Science Direct, Universities, Other Publishers, Institutions, and organizations.
* Responsible to manage the entire Peer - review process of a manuscript. Inviting articles assigning editors and reviewers, formatting manuscript and its online publishing was my daily tasks.
* Preparing invitations for Call for Papers, EB Members. OCM and special Issues, Special Editions, etc.
* Maintaining regular communication and feedback with scientists, academicians, and professionals for maintaining flow of manuscripts, expanding the editorial board and reviewer’s panel for each journal.
* Checking the complete website for any modifications.
* Managing uniformity in issue release, campaigning to promote the journal, collecting relevant data and developing a database of Editors, reviewers and authors is a part of regular duty of an Editorial Assistant.
* Responsible for proof works, quality check for article proofing and editing.
* Worked well independently and on a team to solve problems.
* Served as a friendly, hardworking, and punctual employee.
* Brought forth excellent creative thinking abilities and skills.

**SKILLS:**

* Microsoft package (Excel, Word, Power point)

**STRENGTHS**:

* Dedicated and Self Motivated with good technical Positive attitude and self-confidence.
* Disciplined.
* Loyal towards work
* Polite and patience nature.
* Flexible for Night shifts.

**PERSONAL DETAILS:**

Name : T. Rathna Kumari

Father’s Name : T. Abraham

Date of Birth : 14-03-1995

Languages Known : English, Hindi and Telugu

Nationality : Indian

**DECLARATION:**

I hereby declare that the information specified above is true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Hyderabad T.Rathna Kumari rathna.kumarit14@gmail.com   
 9032301646