

Name – Manoj Saini

Objectives:

To become a competent and dynamic professional working in an organization that places high value on professional growth for self-motivated individuals seeking challenging assignments for responsible positions.

Qualifications:

- Ability to communicate effectively.
- Teamwork and cooperation
- Committed to providing excellent customer service.
- Excellent organizational, analytical and interpersonal skills.
- Proven ability to manage with consistent results.
- Interact with customers on a personal level providing exemplary customer service.
- Excellent team player and coordination capabilities.

EXPERIENCE:

- 10 Months experience as a billing executive at 'Truworth InfoTech' Vaishali nagar (Jaipur) in 2016.
- 3.8 Year experience in payment posting expert at 'KNACK GLOBAL PVT LTD.' (Jaipur (Raj.)). 2019 to July 2023.

Roles & Responsibility:

- ERA posting.
- PAPER batch posting.
- Assignment creating.
- Refund, Reversal, Recoupment posting.
- AR follow up notes review & correction posted.
- Client E-mail replies with required action.
- Team management and resolve queries of payment posting.
- AR calls & posted follow up notes in system.
- Demographic, Charge entry & insurance eligibility.

EDUCATION:

Rajasthan University Bachelor of Art - 2015

Ajmer Board, Rajasthan, India

Secondary School Certification, 2011

Ravindra public school, Neem ka thana, Rajasthan.

Declaration :

I hereby certify that the above information was true and correct.

Contact Information :

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Manojrockstar9@gmail.com

About Me:

Birth Date: July 01, 1991

Civil Status: Single

Nationality: India

Languages Spoken:

English, Hindi, Haryanavi, Punjabi

Relevant Skills and Capabilities:

- Willing to be assigned in different job areas
- Can easily import knowledge and skills with other people
- Good in oral and written communication
- Computer Literate (Microsoft Office)
- Can work under pressure
- Strong verbal and personal communication skills.
- Problem solving and analytical skills.
- Team player and have the ability to handle multiple priorities.

AWARDS:

- **Employee of the month** (January 2019) at Isys Softech Pvt Ltd.
- **Employee of the month** (February 2018) in Isys softech Jaipur.