

# MANISH KUMAR



@ kumarman.55@gmail.com

9599808723

Kidwai Nagar, New Delhi

## SKILLS

Negotiation skills

Communication skills

MS Office, Basic/Advanced Excel, PPT

## PERSONAL DETAILS

Marital Status : Single

Nationality : India

## LANGUAGES

Hindi

English

## SUMMARY

I have done BCA and till now have worked in Banking line and Revenue Cycle Management Line for a total of 2yr&6months. ° I want to continue with RCM line and looking to switch from current company ° I usually look for Sales&Marketing, Back end Process, Operations Executive Requirements as well

## EXPERIENCE

**ProPrudent Point Pvt Ltd**

April 2019 - March 2021

Office Executive

Loan Defaulter Cases - Office Responsibilities

° Preparing Notices, various letters, PTO Report and Court(DM/CMM) Files

° Drafting Newspaper Publications and Preparing company bills

Field Responsibilities

° Visiting Courts(CMM/DM) and Police authorities for official matters

° For EM possession work(Physical/Symbolic)

**Cosentus India Pvt Ltd(RCM/Billing Company)** 15 December 2021 - 03-june-2022

AR Analyst Level 1/AR caller/AR followup

° Handle denials/EDI Rejections on claims, do additional work on claim, Doing Appeals, Insurance calling.

° Eligibility verification

° Have worked on Hospital and Physician billing both

° Have worked on AdvancedMD, Citrix(Embillz) and have some knowledge of EPIC pms also

## EDUCATION

**Vivekananda Institute Of Professional Studies**

2018

BCA

6.34

**SBDV Public school**

2011

12th CBSE

62.6%

**SBDV Public school**

2008

10th CBSE

72.4%

## HOBBIES

° Follow geoeconomics/politics

° Follow military/civilian Tech R&D

° Assessing subversions in a conflict

° Follow freestyle,Greco-roman wrestling