

# Resume

**GONGATI NAVEEN KUMAR REDDY**

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## **Career Objective:**

To obtain an entry-level position in an organization where my work-related skills are utilized to their maximum potential and benefit me as well as the company.

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## **Academic Qualifications:**

<b>Name of the course</b>	<b>Board/University</b>	<b>Year of Passing</b>
<b>DEGREE</b>	Govt Degree College mens , Anantapur	2020
<b>INTERMEDIATE</b>	Board of Intermediate Education, Andhra Pradesh.	2017
<b>S.S.C.</b>	Board of Secondary Education, Andhra Pradesh.	2015

## **EXPERIENCE OVERVIEW:**

- **Worked as AR Caller in “ANNEXMED PVT LTD”.**
- Having experience for 1 year 11 Months

### **Job Responsibilities**

- 1) Analyses outstanding claims and initiates collection efforts as per aging report. So that claims get reimbursed.
- 2) Undertakes denial follow-up and appeals work wherever required.
- 3) Documents and takes appropriate action of all claims which has been analyzed and followed-up in the clients software.

### **Strengths :**

- Adaptable to new environments.
- Handle work with patience.
- Self-motivation.

### **Others:**

Father's name ; Sreeramulu

Date of Birth : 25/06/2000

Interests : Social Service

Languages know : English, Telugu, kannada

### **Declaration**

I hereby declare that all the details provided above are true to the best of my knowledge.

**Date :**

**Place:**

**Signature: (NAVEEN KUMAR REDDY)**