

RESUME

RAHUL SINGH

Contact Information:

Mobile: +917737627049

**Email:
rahulsingh38@hotmail.com**

Personal information:

Father Name: Late Dharmraj Singh

Mother Name: Smt. Pinki Devi

Date of Birth: 04th Oct. 1998

Gender: Male

Nationality: Indian

Marital Status: Unmarried

Hobbies

**Cooking, Listening to Music,
Traveling.**

OBJECTIVE

To make a successful career in a responsible, challenging and innovative work environment with an opportunity to apply my technical and management skills with a professional approach to contribute towards the success and growth of the company and self.

EDUCATIONAL QUALIFICATIONS

QUALIFICATION	BOARD/ UNIVERSITY	Percentage
Sr. Secondary	Rajasthan Board	65%
Secondary	Rajasthan Board	62%
Graduation	Rajasthan University	43%

COMPUTER PROFICIENCY

- OS installation and PC optimization.
- MS Office 2003, 2007, 2010, 2013 and 2016.
- LAN/WI-FI networking.

LANGUAGE KNOWN

- ENGLISH
- HINDI

PERSONAL ASSETS

- Constant Learner
- Always willing to accept challenging jobs
- Friendly, Confident & Energetic
- Hardworking

WORK EXPERIENCE

1. AGS Health PVT LTD

JOB PROFILE : QUALITY ANALYST

DURATION : 14 June 2022 To Till Now.

RESPONSIBILITY : Need to audit AR follow-up if they have followed as per client guideline. Provide one-on-one feedback to agents in order to

improve their process knowledge. Need to co-ordinate with client on meetings to improve revenue and decrease work inventory. Find out Global trends which can improve in term of less RCM denial inventory. Need to create SOP guidelines for new client in order to smooth implement of workflow

2. E-Mds,Inc.

JOB PROFILE : Senior Claim Analyst
DURATION : 16 Feb 2022 To 01 June 2022
RESPONSIBILITY : Working on project where need to provide training and assist to 20 associates in order to work on new clients, Meet client SLA while giving quality of work, Help associates to track area of improve and skills.

3. Knack Global PVT. LTD

JOB PROFILE : Senior Accounts Receivable
DURATION : 18 September 2020 To 11 Feb 2022
RESPONSIBILITY : Handled different batch of new joining associates to train them on work profile culture, Track KPI of handover batches, Let them know how to meet client deliverables, Mentor members to improve their lack area of performance.

4. TELEPERFORMANCE INDIA PVT. LTD.

JOB PROFILE : SELLER SUPPORT EXECUTIVE FOR
AMAZON (NORTH AMERICA & UK)
DURATION : February 22nd, 2017 to February 11th,2020.
RESPONSIBILITY : Handled team of 30 associates in rotational shifts, Trained new associates to understand process SOP and keep tracker of team associates as well as new associates.

DECLARATION

I affirm that all information supplied by me as above is true and correct, I also fully understand that if at any stage, it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected or employment terminated.

PLACE: JAIPUR

RAHUL SINGH

