

**SWETHA G**

Hyderabad, Telangana

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**OBJECTIVE:**

To exhibit my skills, contribute to the growth of the company and show sincerity and dedication in work. I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

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**JOB PROFILE**

1. Current Role: Revenue Cycle Representative – IKS Health.
2. Experience: 1.5Year

**ROLES AND RESPONSIBILITIES**

1. Manage AR (Account's Receivables) and follow up with insurance for payments.
  2. Validate the payments and escalate them to next level in case of any discrepancies.
  3. Identify the issues which are affecting the cash collections and find solutions for them.
  4. Escalate difficult collection situations to management in a timely manner.
  5. Post cash and write off the contractual adjustments accordingly while working on the accounts.
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**QUALIFICATION:**

B Com (Computers) in Synergy Degree college -2020 with 80.02 %

Intermediate in Vignana Bharathi Junior College – 2017 with 67.72 %

SSC in Aakruthi High School – 2015 with 80.02 %

**SKILLS**

- > MS Office
- > Tally Erp 2.0
- > Excel
- > Ms Word
- > C, C++

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## OTHER SKILLS

- > Good communication and interpersonal skills.
- > Very good analytical and problem-solving skills.
- > Strong written and spoken communication.
- > Multi lingual (fluent English, Hindi and Telugu).
- > Ability to work in challenging environment and learning from adverse situations.
- > Hard worker and Quick-learner.

## ACHIEVEMENTS

- Achieved Olympiad Certification for mathematics competition.

## PERSONAL VITAE:

|                 |   |                               |
|-----------------|---|-------------------------------|
| Name            | : | Swetha G                      |
| Date of Birth   | : | 18 <sup>th</sup> April 2000   |
| Hobbies         | : | Listening music , Watching TV |
| Languages Known | : | Hindi, English, Telugu        |

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## DECLARATION:

I hereby declare that above mentioned information is correct and best to my knowledge.

**PLACE: HYDERABAD**

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