

## RESUME

**Sunil naik kethavath**

sunilkethavath@gmail.com

7794052520

## SUMMARY

3 years and 9 months of experience in HAR as COR analyst and Quality analyst on Title insurance in US public records

## CAREER OBJECTIVE

I am a process associate whose possesses altogether 3 years and 9 months in Title insurance and US healthcare, proven ability to utilize inspiring leadership and analytical skills to yield successful delivery of both team and individual skills and actively contributing to organize growth.

## SKILLS

### Technical skills

- \*Microsoft Excel
- \*Microsoft word
- \*SAP Business Object

## EXPERIENCE

From: Oct-2017

Process Associate

### First American Indian pvt LTD

Worked as Quality Analyst (QA) on US public records on 3months. Verifying the Title Company and Title Attorney in US Deed documents.

Verifying the Legal Description of US Deed documents.

Analysis of new process related to Organization.

Good understanding of Quality Processes and practices.

Feb-2019 - Sep-2021

AR follow up

### Genpact india pvt LTD

Responsible for following up on denied medical claims, contacting Medicare, Medicaid, Managed Medicare, Managed Medicaid and Commercial Insurance parties in order to resolve a denied or unprocessed claim, submitting the corrected claim in some situations and sending appeals in others. responsible for provider enrollment, updating coordination of benefits and reviewing explanation of benefits in order to submit the claim to the correct party to be paid.

## EDUCATION

Degree/Course	Institute/ College	University/ Board	Percentage/ CGPA	Year of Passing
Btech/ CSE	JBLET College of engineering	JNTUH	67 %	2016
Board of Intermediate	Narayana Junior College	Intermediate public examinations	87.8 %	2012

High school	Noble High school	SSC	71.66 %	2010
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## ACHIEVEMENTS

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<b>Rewards and Recognition</b>	Was recognised for an effective implementation and management of available resources for carrying out complex activities in an easy way
<b>Star of the month</b>	For being a consistent performer and receiving good rating and excelling quality wise

## STRENGTHS

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Ability to work in team efficiently , Good verbal communication skills, Being honest and success oriented at work

## PERSONAL DETAILS

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Address	3-32/2, Bn Reddy Nagar Hyderabad, Telangana, 500070
Date of Birth	29/07/1995
Gender	Male
Nationality	Hindu
Marital Status	Single
Languages Known	English Hindi Telugu

## DECLARATION

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I hereby solemnly affirm that all the details provided above are true to the best of my knowledge. I shall carry myself in a manner that lends dignity to the organization and worthy enough of the person

Sunil naik kethavath