

Shiny Jyothi

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Professional Statement

History of being an effective team member, hardworking, eager for a career oriented position and a challenging role where I can learn, invent, utilize my Knowledge, Qualification and Skills to extend my full commitment to the organization. I as a senior process AR analyst with an overall experience of 4.5 years, excellent multitasker with positive outlook and strong communication skills. Strong customer relationship management and motivated self-starter.

Employment history

1. Senior AR Representative, R1 rcm. Hyderabad, Telangana.

Jan. 2020 - Present.

- Working for US healthcare voice process provider billing for different financial classes with different denials and Insurance correspondence and urgent Docs.
- Worked for different special projects and client email account review requests. Review and analyze the account and do contact insurance if required , also document the information and strive towards resolution.
- Maintained excellent work record, consistent in performance.
- Always enthusiast in growing, took additional responsibilities within the team and also assisted members.

2. Claims Associate, Optum (Artech Info). Hyderabad, Telangana.

June 2019 - Dec 2019.

- Worked for the US healthcare non-voice process, we update policy benefits insurance coverage information using available resource tools and assist team members.

3. Associate , IKS . Hyderabad Telangana.

June 2017 - June 2019.

- Worked for US healthcare voice process provider billing for different financial Classes.
- Within 1 yr moved from Trainee Associate to Associate, worked for different project and client requests .
- Moved to another project and worked for billing rejection, cash posting, demographic information validation and eligibility verification.
- I'm always ready for all the hard work it takes or the growth of the organization and my growth.

Skills:

- Excellent written and verbal communication skills
- Fast Learner, enthusiastic performer, always keen on learning and researching and implementing it at work.

Academic Qualification:

- Graduated from St. Mary Centenary Degree College in April 2017, with GPA: 78.36.
- Completed Intermediate from Little Flower Junior College in June 2014 with GPA: 84.
- Completed SSC from Heralds' High School in 2011 with GPA: 8.8.

Activities and Interests:

- Participated and Won awards in Degree college competitions for singing and calligraphy
- Promoting and Organizing Events.
- Listening to music and reading books.

Languages Known:

English, Hindi, Telugu, basics of French

Declaration

I hereby declare that the above mentioned details are correct up to my knowledge and I am ready to produce the supporting documents whenever needed.

Faithfully
(P Shiny Jyothi)