



GAURAV NARNOLIA

C 425 Jagdamba Nagar Behind Heerapura Power House Ajmer RD, JAIPUR, RAJ. 302024
Phn#: +91-8209884806 (call)
Email: gaurav.narnolia007@gmail.com
Marital Status: Unmarried.
Religion: Hindu (A proud Indian)
DOB: 05/05/1998
Gender: Male

WORK EXPERIENCE-

Account Manager (HRCM) Jan20- Current. (ExpressrcmRCM)

- Handling a Team of 25-30 Team Members.
- Client coordination.
- Weekly & Monthly presentations.
- Responsible for the overall health of the accounts.
- Team management.

Assistant Manager (HRCM) June2019- Dec2019. (ExpressrcmRCM)

- Handling a Team of 8-10 Team members.
- Client Coordination by Handling Monthly Client Calls.
- AR Aging control with effective proven methods.
- Effective Denial resolution and meeting collection expectations.
- Experienced enough in all HRCM work like, Demo Entry, Charges billing, Claim submission, payment posting, Denial handling & AR Analyst (web & Calling).

Senior Executive (HRCM) March 2018- June 2019 (Truworth Infotech)

- Leading Denial & VOB Team subsequently working with Web AR team.
- Actively taking care of client queries.
- Real Time, Denial resolution & the task provided by my AM.

SME (Logistics) Jan 2017- March 2018 (EXL Pvt Ltd)

- Worked as executive from Jan 2017 to Jul 2017, later on got promoted in July 2017 as Subject Matter expert.

Executive (HRCM) Feb 2014-Dec 2016 (Truworth Infotech)

- Charges Entry, Patient demographics, Payment posting (Cash & insurance).

EDUCATION-

- Secondary (BSER) with Grade First (2011)
- Sr Secondary (BSER) With Grade First in Science Stream (2013)
- Bachelor of Science (Maths) RJ university. (2016)

HOBBIES-

- Star gazing.
- Watching Sci-fi Movies
- Reading & Writing blogs, Currently Active on Quora.com
- Photography (Mobile)
- Meditation

PROFILE:

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that i undertake, or situation that i am presented with. As an experienced & skilled person in HRCM i am excellent in working with others to achieve a certain objective on time with excellence along with that I am self-Motivated, optimistic and punctual/disciplined person, An effective communicator with proven capabilities to synchronize with change and have the ability to think beyond the dots.

SKILLS

- Proficient in evaluating and processing insurance claims.
- Efficient in handling Insurance denials.
- Worked & skilled on Multiple practice management softwares such as Kareo, Center city, Advanced MD, Eclinical works, Practice Suite, ModMed (G-Gastro) etc.
- Having A lightning speed of typing with 65 WPM (95% accuracy)
- A Daily user of Ms-excel with effective knowledge of Vlookup, Macros, Charts, Pivot, IF, Data Validation etc. along with a lot of basic knowledge of Ms-excel & complete Microsoft office.
- Good Communication Skills & got always appreciated because of my
- Email writing skills.

I hereby declare that all the information mentioned above are best of knowledge and belief.

(Gaurav Narnolia)