

Sakshi Sati

📍 E-152, Sector-23 Sanjay Nagar, 201002 Ghaziabad, India

✉ sakshiash14@gmail.com

📞 08587932059

Profile

I have a clear, logical mind with a practical approach to problem-solving and a drive to see things through to completion. I have worked in multiple sectors. I am eager to learn, I enjoy overcoming challenges, Achieving goals set forth by my supervisor regarding error-free work, transactions, processes, and compliance requirements.

Education

05/2015 – 05/2019 **Bachelor of commerce**, *Delhi University*
Delhi, India

Professional Experience

- | | |
|---------------------------------------|---|
| 07/2021 – present
Noida, India | Account Receivable , <i>NTT DATA Services</i> <ul style="list-style-type: none">• Review credit lines and approve payment terms for new and existing accounts.• Analysis of customer accounts and monitoring list of open balances delayed payments and other divergences• Timely resolution of denials including follow-up with payers and client, provide clarification or missing information.• Adherence to the client Adjustment Authorization matrix using appropriate adjustment codes to ensure clean AR.• Knowledge of HCPCS and ICD-10 codes, Claims appeal process, Medicaid, and Medicare, Commercial Insurances Protocol. |
| 11/2018 – 11/2020
Ghaziabad, India | Sales Executive , <i>Investo Xpert Advisory Pvt Ltd.</i> <ul style="list-style-type: none">• Understanding clients' needs and analyzing the best product for their requirements.• Maintaining a good reputation with existing clients and new clients with end-to-end support.• Following up on price and product updates with developers and clients.• Continuously updating myself about new products, construction techniques, and new government plans.• Develop relationships with new clients and managed external & internal customer expectations. Proper coordination with team members and other departments. |

04/2017 – 03/2018
Ghaziabad, India

Customer Relationship Officer, Bajaj Capital

- Attend the clients, meetings, and seminars and understand their needs.
- Calculate premium and establish payment method, Fill out an application form on behalf of the client, and Contact underwriter, including any necessary medical examination.
- Explain features, advantages, and disadvantages of various policies to promote the sale of insurances plan.
- Maintain the privacy of all clients by ensuring that no details of the clients are disclosed.

Languages

English

Hindi

Declaration

I hereby declare that all the information given above is true and correct to the best of my knowledge.

Sakshi Sati
Ghaziabad