

RESUME

Anuj Kumar

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ProfileSummary:

Motivated & Enthusiastic **Accounts Receivable (AR)** Professional with **1.5 year** of experience in Medical Billing with successfully delivered sustainable revenue and profit gains in **competitive markets**. for a challenging assignment in Medical billing (AR) where skills and experience can be optimally utilized for achieving the organizational objectives while meeting my career aspirations where I can maximize my skill innovatively implement it.

Skills:

- ❖ Good Knowledge of Various Medical terminologies
- ❖ Ability to handle Denials and Status effectively by Critical Thinking Skills and Interpersonal Skills
- ❖ Strong Computer Skills with Excellent Typing Skills
- ❖ Highly Goal Oriented & work under pressure
- ❖ Team Player
- ❖ Organizational skills , multi tasking and time -management.
- ❖ Problem solving and decision- making, assertive and accountable.
- ❖ Enthusiastic

Professional Experience:

Worked as **AR Associate** with **Roldem Healthcare Private Limited** from March 2021 to October 2022

JobResponsibilities:

- ❖ Follow ups with Insurance Companies (Commercial as well as Federal) on Denials as well as Non Denials (status).
- ❖ Researching and resolving payment discrepancies
- ❖ Worked on Denial Mgt.
- ❖ Being on the look-out for delayed or missed payments and other such irregularities
- ❖ Reporting all daily work- related activities

Personal Traits:

- ❖ Good at Management Skills
- ❖ Negotiation skills
- ❖ High Ethical standards
- ❖ Ability to work individually as well as in team
- ❖ Keen to taken Challenges & Goal-oriented
- ❖ Performing under Pressure



Achievements:

- ❖ Completion of work on time
- ❖ Appreciated for Maintaining and handling Smooth work flow
- ❖ Always praised for hard and smart work, dedication

Qualification:

- ❖ B.A From CCS University
- ❖ Intermediate from UP Board
- ❖ Matriculation from UP Board

Skills Set:

- ❖ Basic MS OFFICE (MSWord,PowerPoint,Excel),Internet concepts, MSAccess
- ❖ Communication skills
- ❖ Presentable and humble
- ❖ Work under Pressure

Personal Information:

Father's Name-Surendra

Sharma Gender :- Male

Language Known- English and Hindi

Nationality- Indian

