

# **SHAIK KHALEEL**

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## **CAREER OBJECTIVE**

To Associate myself with an organization, this gives me an adequate opportunity to display my knowledge and professional skills in the chosen profession through continuous learning and development. I would like to enhance the growth of the organization, if given an opportunity I will put in my best effort with full enthusiasm and accomplish the task given to me on time with quality.

## **EDUCATIONAL QUALIFICATION**

<b>QUALIFICATION</b>	<b>BOARD/UNIVERSITY</b>	<b>YEAR</b>
B.COM	R K Degree college, Hyderabad.	2018
INTERMEDIATE	R K Junior college, Hyderabad.	2015
HIGH SCHOOL	Red Convent High school, Hyderabad	2013

## **WORK EXPERIENCE**

- Worked in HGS in A R management and Denials for a Period of 20 Months.
- Currently working as senior process associate for an end to end process with aspects covering medical billing, denials and AR management at Optum Pvt Ltd. Hyderabad from August 25, 2021 to till date.

## **KEY RESPONSIBILITIES:**

- Efficiently Process pre-defined number of transactions/Accounts/Charges as assigned with highest level of accuracy
- From claims RCM – Make and answer calls to insurance for validating and fixing Denials.
- Follow up on all pending claims appropriately and initiate the next steps towards resolution in terms of Adjustment/Payment.
- Complete transactions for claims submissions, rejections as defined in SOP's.
- Highlight global issues in the respective Physician accounts.
- Meeting process deliverables in terms of targets; including quality targets.
- Responsible for Billing and Denial Management areas. And payment posting

- Focus on reduction of 90-180+ works on high Ageing bucket
- Billing - Investigate and resolve billing discrepancies such as rejections & edits within 72 hours so that we do not lose the TFL limit.

## ACHIEVEMENTS

- Was assigned as Mentor - Act as a buddy for New Hires and bring them up to the learning curve
- Consistently maintained 99.00% accuracy in quality and met desired results keeping commitments with good overall ratings.
- Maintained an overall rating at both the organization..

## INTERPERSONAL SKILL

- Quick learner and smart worker.
- Compatible with intense work environment. Ability to adapt.
- Focused with positive attitude.
- Can handle the pressure and good at doing multiple task
- Organizer of College Technical event.

## PERSONAL DETAILS

- Date of Birth : 12-April-1997
- Address : 1-7-131/35, Gemini colony, Musheerabad, Hyderabad – 5000 20
- Father name : Shaik Nazeer Basha
- Mother name : Shaik Shamshad
- Languages spoken : English ,Hindi, Telugu,
- Interests : Cricket, Listening Music

## DECLARATION

“I hereby declare that the above information is true to the best of my knowledge and belief”.

(Shaik Khaleel)