

Resume

M. Srikanth

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Carrier Objectives:

I want to be unique in presenting myself as a better Personality, thrive for success always with a zeal for accomplishment and be loyal to the organization and the environment I work in and reach top position in my career is my quest.

Professional Experience:

Professional with 1+ years of experience as an International Claims Examiner.

Working with **GBG Services (India) Private Ltd** from 24th April to till date.

Responsibilities:

- Investigate, evaluate, and manage call to complete coverage analysis confirming or denying coverage using Xactimate estimating software.
- As an insurance Claims Examiner looks at health insurance claims and documentation and checks it against a patient's health insurance policy to see whether the policy covers those health services.
- Also will work with patient's and health care providers to seek the correct documentation to process the claim

Professional Experience:

Professional with 6+ months of experience as a Claims Associate.

Worked with **Artech Systems Private Ltd** from 08/06/2020-27/11/2020

Responsibilities:

- Investigate, evaluate, and manage call to complete coverage analysis confirming or denying coverage using Xactimate estimating software.
- Assist analyst with setting up files, and assign claim numbers, complete setting up files for adjusters and set diaries
- Handle all policies and procedures base on organizational polices, state regulations and HIPPA

- Perform general office duties such as filing, faxing, data entry in AS400 system and respond to emails

Professional with 6+ months of experience as a Claims Associate.

Worked with **Optum Global Solutions** from 24/10/2018 -09/05/2019.

Responsibilities:

- Evaluate all claim and policy information and investigate all details for insured client for various line of business and ensure applicable coverage of individual.
- Investigate and prepare reports for all denials of claims and settlements and provide update on all files and recommend reserve changes to all claims.
- Evaluate progress for all claims and coordinate with team leader for all issues and effective resolution and develop new methods to handle all claims
- Administer and settle all claims effectively and inform all customers and claimants for any denial on claims.
- Maintain records of all benefits and resolve all issues in claim processes to minimize risks in claims processes and maintain records of all shipments and storage

Professional Experience:

Professional with 1+ Year of experience in Mutual Funds.

Karvy Computers Shares LTD from 24/04/2017 –03/08/2018

Investor Relationship Officer – KBOLT (EIB)

KBOLT Process:

- Proper Scrutiny and Processing of the noncommercial Transactions as per the TAT.
- Emails and Physical Communications Received from Customers to be addressed to investor and client on TAT.
- Ensure that all the letters which are processed are dispatched nil error to be observed while processing and auditing.

- Complete Follow-up to be done for all Interim cases till they are finally resolved.
- Needed to follow the escalation matrix to resolve the pending Cases.
- 100% Quality need to be maintained in proper tagging of complaints/Grievances.

Professional with 2+ Year of experience in

Genpact India Pvt Ltd. from 14/05/2014 – 22/01/2017.

Process Associate

Working on US retirement plans providing all the benefits to the client doing money contribution and distribution according to client policy as well as doing Documents audit, verifying all the documents like client Name, Dob, Address and SSN (Social Security Number) through government websites.

Responsibilities:

AS Team Member:

Managing the mapped clients for new prospects, from initial contact through to closure.

- Dealing with customer enquiries face to face, over the phone or via email.
- Contacting prospective customers and discussing their requirements.
- Achieving all revenue targets & objectives in line with the Area Business Plan.
- Working closely with the marketing team to produce any sales collateral required for the target market
- Developing & maintaining successful business relationships with all prospects.
- Planning and organizing the day to ensure all opportunities are maximized.
- Having a good command in excel and power point.

Reports Handled:

- Expertise in delivering Committed Responsibilities and sharing the responsibilities among the team members.
- Well Knowledge with MS Office Suite (Word, Excel & Power Point) and Internet Applications.

- **Educational Qualifications:**

- MBA (Finance & Marketing) from Suprabath P G College-2013.
- B.Com. (comp) from Sri Aurobindo Degree College -2011
- Intermediate in CEC from Pragna Jr. College – 2008
- SSC from Anweshini Grammar High School -2006

Strengths:

- I don't leave any bit of information and make a note of it immediately for my future purpose by this I made my calendar activities on time.
- I will always update my knowledge as per the current affairs in respective to various financial domains, knowledge I can effectively do business with the clients by offering them various possible options as per their financial standards.
- Self-Motivated and Determined.

Personal Information:

Name : Srikanth Mittapally

Father Name : Veerabhadraiah M

Date of Birth : 12-10-1989
Marital Status : Married
Languages Known : English, Hindi and Telugu
Address : H. No. 8-141, JP colony Road No. 4, Patancheru,

Declaration: I hereby declare that the above – furnished details are true to the best of my knowledge and belief and request you to give me an opportunity to exhibit my abilities towards your esteemed Organization for which I shall thank full to you.

Date:

(Srikanth Mittapally)