

# **RESUME**

**Bhawana**

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## **Profile Summary:**

Motivated & Enthusiastic **Accounts Receivable (AR)** Professional with over **1 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, multitasking and time-management.
- ❖ Problem solving and decision- making, assertive and accountable.
- ❖ Enthusiastic

## **Professional Experience:**

Worked as **Sr.AR Associate** with **Roldem Healthcare Private Limited** from April 2021 to May 2022

## **Job Responsibilities:**

- ❖ 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 delay edormissed 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 workflow
- ❖ Always praised for hard and smart work, dedication

**Qualification:**

- ❖ B.Tech From MD University in 2016
- ❖ Intermediate from HBSE 2012
- ❖ Matriculation from HBSE 2010

**Skills Set:**

- ❖ Basic MSOFFICE (MSWord, Power Point, Excel), Internet concepts, MS Access
- ❖ Communication skills
- ❖ Presentable and humble
- ❖ Work under Pressure

**Personal Information:**

<b>Father's Name-</b>	<b>Rajender Prasad</b>
<b>Gender-</b>	Female
<b>LanguageKnown-</b>	English and Hindi
<b>Nationality-</b>	Indian