



AKHIL SHARMA

REIMBURSEMENT SPECIALIST

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CAREER OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

RELEVANT SKILLS

- Production Controller Reservation .
- Advanced MD.
- Vericle.
- Quality Customer Service.
- Account Receivable.

KEY SKILLS

Good Command In MS-WORD/
MS- EXCEL And Basic of Computer
Knowledge.

WORK EXPERIENCE



Practitioner

November 2015 to July 2016 (8 months)
Reservation Department with Jet Airways
Reservation team In SABRE Software As
Practitioner.

- Handling customer complaints.
- Resolve customer complaints via phone.
- Account Verification
- Contributes to team effort by accomplishing related results as needed.

Process Associate

- April 2021 to November 2021 (8 months)
- To obtain and review referrals and authorizations for treatments
- To confirm patient benefits and insurance eligibility.
- To follow up on late payments and initiate late payment notices to relevant parties.
- To work with personal information and maintain patient confidentiality.
- To transfer insurance claims and billing data to billing software.

Reimbursement Specialists (Bikham)

April 2022 To Current.

EDUCATION HISTORY



ITI DIPLOMA IN ELECTRICAL ENGINEERING

- Institution : Rainbow PVT Industrial Training Institute Nagrota Bagwan
Year of Passing : 2012-2014



DIPLOMA IN AVIATION HOSPITALITY TRAVEL AND CUSTOMER SERVICE

- Institution : Frankfinn Year of Passing : 2014-15



Higher Secondary

- Institution : G.S.S.S Passu (HPBOSE)
Year Of Passing : 2011-12

STRENGTH AREA

Positive attitude towards Learning.
Commitment towards work.
Diligent & Punctual.

PERSONAL DETAILS

Father's Name : Sh Sunil Kumar

Date Of Birth : 15 Feb 1994

Nationality : Indian

Marital Status : Un-Married

Passport Details : M0791986

Languages - English, Hindi And
Punjabi

Address

Village Narwana Post Office Yol
Cantt Tehsil Dharamshala District
Kangra State Himachal Pradesh Pin
Code - 176052



Matriculation

Institution : Armed Forces Cantt Board
High School Yol Cantt (HPBOSE) Year Of
Passing : 2009-10

CERTIFICATIONS



Flight Safety Training

Institution: National Aviation Association
2020.

DECLARATION

I hereby declare that the above – mentioned information
is correct up to my knowledge and bear there
responsibility for the correctness of the above-
mentioned particulars.

DATE:

AKHIL SHARMA

PLACE: