



# Md Saquib Alam

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Seeking a Payment Posting profession with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills .Managing Skills, Interpersonal Skills, Researching.

## Work Experience

2021-12-22 till  
Present

Wipro Ltd  
Process Associate , Kolkata, WB  
Payment Posting (CHC)  
Operate putty software.  
Worked for radiology , Pathology (AP&CP)  
AR Followup  
DENIAL MANAGEMENT  
DENIAL HANDLING  
RCM  
Check portals for denials  
Call to insurance

2 Years, 1 Month

Sunknowledge service Inc  
Process Associate , kolkata  
AR Followup  
DENIAL MANAGEMENT  
DENIAL HANDLING  
REVENUE CYCLE MANAGEMENT  
Post payment from check batches received  
Understand EOB's (explanation of benefits) and adjustments  
Post all payments from various insurance companies within a set turnaround time  
Completes tasks accurately, maintaining quality standards  
Meet monthly closing deadlines as set by the company

9 Months

Tele minds  
Sr Associate , Kolkata, WB  
Telecom  
Sale on internet service.  
Sale of Simcards  
For Australia

|                  |   |
|------------------|---|
| 1 Year, 4 Months | Concentrix  |
|                  | Associate Customer Support , Kolkata, WB  |
|                  | Handles incoming calls or inquiries from prospective customers or clients<br>Assists customers effectively by solving customer disputes   |
|                  | Provides customer additional information or explains services   |
|                  | Discusses products offered and ensures customer satisfaction  |
| 2 Years          | Tactfully handles confrontational or stressful interactions with the public   |
|                  | Adeeba - E - Services   |
|                  | Agent Sales Executive , Kolkata, WB   |
|                  | Received calls from clients virtually.<br>demonstrating and presenting products.<br>establishing new business.<br>maintaining accurate records.<br>reviewing sales performance.<br>negotiating contracts and packages |
|                  |   |
| 1 Year, 2 Months | Pace Setters Pvt Ltd  |
|                  | Collection Executive , Kolkata, WB  |
|                  | Make Calls to Clients<br>Negotiate Payment Schedules<br>Advise Customers<br>Maintain Customer Files<br>Prepare Statements   |
|                  |   |
|                  |   |

| Educational Background |                                    |                                      |
|------------------------|------------------------------------|--------------------------------------|
| 2016                   | Umeschandra College , Kolkata      | 38 % in Finance & Accounting from CU |
| 2011                   | Albany Hall Public School, Kolkata | 1ST Division in Accounts from ISC    |
| 2009                   | Albany Hall Public School, Kolkata | 1ST Division from ICSE               |
| More Information       |                                    |                                      |

|                  |                  |                  |         |
|------------------|------------------|------------------|---------|
| Technical Skills | Computer skills  | Spoken Languages | English |
|                  | Microsoft Office |                  | Hindi   |
|                  | Microsoft Excel  |                  | Bengali |
|                  |                  |                  | Urdu    |

Soft Skills

- Quick Learner
- Verbal communication
- Adaptable
- Competitive
- Flexible
- Hardworking
- Communication
- Patience
- Problem Solving

Basic Info

- Nationality - Indian
- Gender - Male
- Marital - Unmarried
- 05/03/1992

Interests

- Bodybuilding
- Boxing
- Chess
- Reading
- Exploring other cultures
- Cycling