

RESUME

P Praveen

Mail – praveentarak5088@gmail.com

Phone - +91 7286992363

CAREER OBJECTIVE:

To succeed in an environment of growth and excellence and earn a job which provides me a job satisfaction and self-development and helps me achieve personal as well as organizational growth.

ACADEMIC QUALIFICATION:

Qualification	University/Board	Year of Passing
B.tech	Vignana Bharathi institute of technology	2018
Intermediate	Kgr junior college	2014
SSC	Chaitanya high school	2012

TECHNICAL SKILLS:

Packages : MS Office

Experience : 1year and 2months

Organization :Tharworx India Pvt Ltd

Position :

Associate/ Sr. Associate Accounts Receivable (AR Caller / AR Calling)

Job description:

- Reviews the work order
- Follow-up with insurance carriers for claim status
- Follow-up with insurance carriers to check status of outstanding claims
- Receive payment information if the claims has been processed

- Analyze claims in case of rejections
- Ensure deliverables adhere to quality standards

PERSONAL TRAITS:

- Persistent in work
- Optimistic and Observant

PERSONAL PROFILE:

Name : P Praveen Naidu
Father's Name : P Bala Narasimhulu
Date of Birth : 15-08-1997
Gender : Male
Marital status : Single
Hobbies : Playing Cricket, Chess
Languages known : English, Telugu, Hindi.
Permanent Address : D.No 2-52H, Duvvur, Kadapa, AP-516175

DECLARATION: Above mentioned details are true to the best of my knowledge and belief.

Place :

Date :

P Praveen Naidu