

Curriculum Vitae

ANUJ KUMAR JHA

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CAREER OBJECTIVE

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people who will help me to explore my self fully & realize my potential willing to work as a key player in challenging and creative environment.

Academic Qualification

Qualification	Board/University	Subject	Passing Year	Percentage %
Matriculation	J.A.C B.B.M High School	Math, Science, English, Social Science, Hindi	2011	61%
Intermediate	C.B.S.E, PTJM Saraswati Vidya Mandir	Physics, Chemistry, Math, Physical Education, English, Hindi	2013	66%
Graduation	Himalayan University Itanagar, Arunachal Pradesh	B.A. (Eng Hons)	2018	65%

Name : **Work experience** Anuj Kumar Jha

COMPANY NAME:- OPTUM GLOBAL SOLUTION (UNITED HEALTH GROUP), BOSS STAFFING SOLUTION PVT LTD & OMEGA HEALTHCARE MANAGEMENT SERVICE PVT LTD

Duration:-Worked since 3rd April 2019 to 09th Oct 2021 as a Claim Associate in Optum, since 18th Oct 2021 to 17th Jan 2022 as an AR executive in Boss staffing solution Pvt Ltd & since 18th Jan 2022 to till now As a Senior AR executive in Omega healthcare management service pvt Ltd.

Roles & Responsibilities:- Worked for both AR follow-up & claims process. Job role includes calling insurance companies for proper follow-ups, Claims Adjudication, Copay, Timely filing, Duplication, Provider selection, Denial duplicate claims, Member selection, Hospital rework, Hospital rework reviews like 7009,31 and 22/75, splitting and condensing.

Extra Qualification

ADCA : Advance Diploma in Computer Application

Skills set

- *Operating system :- Working experience with Windows 98/2000/xp/ Window7/Window10*
- *Software Skills:- MS office and tally*
- *Typing writing:- English*
- *Other skills:- Installation & troubleshooting*
- *Online working:- data loading, advertising etc.*

Personal traits

- ✓ *An optimistic person with perserverance, patience and willingness to learn.*
- ✓ *Self-driven personality coupled with problem solving attitude.*
- ✓ *Possesses good communication and interpersonal skills.*
- ✓ *Good coordination and cooperation with the team.*

Personal details

Name	:	Anuj Kumar Jha
Father's Name	:	Shaktipad Jha
Mother's Name	:	Manju Devi
Gender	:	Male
Date of Birth	:	21/04/1996
Religion	:	Hindu
Marital Status	:	Unmarried
Nationality	:	Indian
Language Known	:	Hindi & English
Hobbies	:	Watching movie, Listening music, Playing Chess and Kite flying

Permanent Address : VILL – Girdhartand, PO – Kashijhariya,
PS - Pindrajora. Dist – Bokaro
Jharkhand . Pin no - 827013

DECLARATION

I hereby declare that I have carefully read the instruction and all the particulars stated in this application form are true and correct to the best of my knowledge and belief.

DATE :

PLACE :

SIGNATURE