

RESUME

Shobhit Singh

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Profile Summary:

Motivated & Enthusiastic **Accounts Receivable (AR)** Professional with over **10 months** 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 **AR Associate** with **Roldem Healthcare Private Limited** from August 2021 to June 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 delayed or missed 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 take 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:

- ❖ BBA From Integral University in 2022
- ❖ Intermediate from UP Board in 2016
- ❖ High school from CBSE Board in 2013

Skills Set:

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

Personal Information:

Father's Name-	Veer Prakash Singh
Gender-	Male
Language Known-	English and Hindi
Nationality-	Indian