

NAVEENA N

Mail Id: naveenaveen869@gmail.com

Contact: 9741532138

CAREER OBJECTIVE

To obtain a great career in your company and to explore my technical skills, so, that I can Gain experience.

PROFESSIONAL EXPERIENCE

- Organization: Hinduja Global Solutions (HGS)
- Designation: Process Associate
- Process: Claim Adjudication
- Department: MITCHEL, Bengaluru
- Experience: 2.6 years

About the Organization

HGS is a world leader in Customer Relationship Business Process Management. With a global footprint providing outsourcing solutions to a global clientele of Fortune 500 companies.

Process Description

Process consultant handling for payment of high dollar claims under Mitchell global benefit.

Position - Claim Processing Executive

Roles and Responsibilities

- Handling the claims as per the Mitchell policy and guidelines.
- Having a knowledge about CMS 1500 and UB 04 claims forms.
- Auditing the claims which are released by the new joiners.
- Providing the training to the new joiners and auditing and releasing the claims.
- Resolving queries of the team members.
- Handling Client Escalations through mail's.
- Conducting error share to the team on weekly basis to maintain team quality performance.
- Maintain TAT report of individual and team members by end of the month.
- Maintain and improves quality result by adhering to standards and guidelines.

EDUCATION QUALIFICATION

Course	School/College (Board/University)	Year of passing	Specialization	Percentage
BCA	Govt. Science college Hassan (Mysore University)	2019	Computer	66.48%
PUC	Govt. PU College Kadur (KPUB)	2016	Commerce	75.92%
X	MDMRS Jodilingadahalli (KSEEB)	2014	-	74.66%

STRENGTH

- Ability to work well in a team.
- Adaptable and Flexible
- Self Motivation

TECHNICAL QUOTIENT

- Basic C, C++ Language
- MS – office

LANGUAGE EFFICIENCY

- English, Kannada

PERSONALL INFORMATION

- Name : Naveena N
- DOB : 25/09/1998
- Father Name : Nagaraj L S
- Marital Status: Unmarried
- Interest : Listening to music, Singing.
- Address for Correspondence (Permanent):
Layalapura, Chikkuru Post, Arasikere[T], Hassan[D] – 573103

DECLARATION

I solemnly declare that all information furnished in this document is free of errors to the best of my knowledge.

Signature

Naveena N