

Curriculum Vitae

Name: **SHAH MOHD KHAN**

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CAREER OBJECTIVE:

Would like to take up a position of responsibility in challenging environment for achieving the desire result and also contribute positively to the growth of organization. I am creative and innovative and looking ahead to work in challenging environment, Strive for excellence and give my best for the organization.

ACADEMIC QUALIFICATIONS:

Course	Board/ University	Institution	Year of Passing
B.com (Regular)	Osmania University	Haindavi Degree College	2014
Intermediate (C.E.C)	Board Of Intermediate Education AP	ISO Junior College	2011
SSC	Board Of Secondary Education AP	St. Mary's High School	2009

WORK EXPERIENCE:

- Worked in OGS (Optum Global Solutions) as a AR Caller in Hospital Billing For 4 Years.
- Currently Working in R1-RCM as AR Caller In Hospital Billing.

RESPONSIBILITY:

- Every day we would get file of Hospital claims where we need to find out the reasons for not being paid and verifying the data provided by the user.
- We use insurances websites and we do make calls via cisco Jabber to find out reason and we make sure that data verified correctly, and claim is being paid.
- We do have Client calls twice per month where we clear our queries with client, and they would suggest us some updates to work on the assigned tasks. selected people will take these calls and fortunately I got many

chances to interact with clients to clear our queries.

- We verified the data and based on the latest updates we take action accordingly.
- End of the day we need to make a work report and that need to be sent to our respective managers.
- Sometimes our managers would ask us to consolidate the complete team file and send to our DMs respectively.

SKILL SET:

- Microsoft (Excel, Word, Power Point, Outlooks)
- Typing Speed: 35 WPM

PERSONAL STRENGTHS:

- Good communication skills
- Highly motivated to learn and experience new things
- Highly organized and able to prioritize effectively
- Good interpersonal skill.

PERSONAL DETAILS:

- **Father's Name**— Ayub Khan
- **Date of Birth**—29thMay 1993
- **Gender** - Male
- **Nationality**- Indian
- **Hobbies**—Playing and Watching Cricket, Carom

Declaration: I hear by declare that the above-furnished details are true and correct to the best of my knowledge.