

Name: **Mukesh Kumar**  
Address: WZ-111, Om Vihar Phase -1  
Uttam Nagar, New Delhi -110059  
Mob -8130666586  
Email - [mk0993717@gmail.com](mailto:mk0993717@gmail.com)

---

### **Carrere Objective:-**

- Seeking a challenging and performance oriented position that utilizes and enhances my skills towards progressive growth.
- Strong zeal to continuously learn new technologies, concepts and enhance knowledge.

### **Core Competencies:**

- Ability to mentor team, improve workflow, accuracy and efficiency.
  - In-depth knowledge of reporting, data review, preparing monthly reports.
  - Possess good interpersonal, communication and organizational skills.
  - Result oriented professional and ability to work within tight deadlines.
  - Experienced in US Healthcare domain in current organization.
  - Adapt at managing process keeping compliance with the SLA and TAT.
  - Overall Experience 8 Years which includes RCM Professional with 5+ years of experience in management of revenue cycle operations.
- 

### **Academy Qualification:-**

- Higher Secondary from C.B.S.E Board in 2009.
- Senior Secondary from C.B.S.E Board in 2011.
- Graduation (B.COMHons) from Delhi University in 2014.
- MBA (Finance) from Amity University in 2017.

### **Technical & Computer Knowledge:-**

- MS office, Excel, Powerpoint, Outlook, SQL etc.
- 

### **Work Experience:-**

Company : R1 RCM Global Private Limited  
Duration : Sep 2017 to Present  
Designation : Assistant Manager (AR, Denial Management and Billing, Patient Financial Shared Services)

### **Job Profile**

- Knowledge of end to end RCM Process that includes Billing, Payment Posting, AR and Patient Statements.
- Planning targets, monitoring them and ensuring achievement of overall targets on a daily, weekly & monthly basis.
- Good hands on eligibility verifications tools like Web Denis, Emdeon etc.
- Reviewing the claim denials and sending it to follow up team, resubmitting claims for payments.
- Managing patient grievances related to insurance billing and refunds.
- Helps in generating revenue for hospitals by working on projects, calling the Auto & Workers Insurance with a view to capture payments.
- Knowledge in MIS Reports, Quality reports and to provide feedback to leadership on business operations.
- Coaching and mentoring team members, monitoring team performance.
- Knowledge about Hospital and professional billing.
- Helping in creating Standard Operating Procedure (SOP) for new transition with onshore learning team.

- Knowledge about different host system like Invision, Star, Meditech and EPIC etc.
- Billing and host system navigations knowledge for 25+ Hospitals
- Review of quarterly reports for total amount billed and payment received from insurance.
- Managing all new transition, starting from access creation, trainings, quality and production check, SLA etc.

Company : People Scout (Transition from Aon Hewitt to People Scout)  
 Duration : August 2014 to Sep 2017  
 Designation : Recruiter (Marriott International – Backend Operations)

#### **Job Profile**

- Good hands on Taleo, PeopleSoft tools
- Recruitment operations which includes Applicant Screening & Tracking.
- Internal & External Audits
- Pulled daily reports like Ops requisitions detail report, due today requisitions & SLA reports etc.
- Maintaining Data, which includes maintaining of Quality Report.
- Interaction with Onshore Team & client to resolve enquiries and issues.
- Conduct qualified candidate's interview with Hiring Manager.
- Subject Matter Expert (SME).
- Create/edit Standard Operating Procedure (SOP)
- Mentoring new hires & helps team mates.

#### **Strength:-**

- Positive attitude
- Punctuality
- Dedicated & Self Motivated
- Adaptive learning with continuous knowledge enhancement.
- Ability to independently research and resolve issues.

#### **Hobbies:-**

- Playing cricket

#### **Personal Details:-**

Name	:	Mukesh Kumar
Father's Name	:	Mr. Vishwanath Singh
Date of Birth	:	29/12/1993
Nationality	:	Indian
Marital status	:	Married
Gender	:	Male
Permanent address	:	WZ-111, Om Vihar, Phase -1, Uttam Nagar, New Delhi-110059
Mobile Number	:	8826013152

Date...../...../.....  
 Place.....

Mukesh Kumar