

CAREER OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

SKILLS

Team Handling

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Time Management

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Communication

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Active Listening

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EXPERIENCE

Process Specialist

Cognizant Technology Solutions

Apr 2017 to Still Working

- *Calling the Insurance companies to verify claim status.
- *Filing appeal on the denied claims.
- * Disputing the denial with level 1 reconsideration
- * Working on offset claims
- * Team handling
- * Assignment of work order
- * Appeals tracker review
- * Generating attendance report on a daily basis
- * Hourly production report generation
- * SLA report generation

EDUCATION

Degree/Course	Institute/College	University/Board	Percentage/ CGPA	Year of Passing
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BCA	Amaravathy School Of Business	Punjab Technical University	75.6%	2016
PUC	Pre University Board	National College Jayanagar	50.2%	2012
SSLC	Karnataka Secondary Education Examination Board	Lady Wellington High School	80.32%	2010

HOBBIES

Singing

Cooking

Photography

PERSONAL DETAILS

AddressJP Nagar 8 Phase, Bangalore

Date of Birth01/07/1994

GenderFemale

NationalityIndia

Marital StatusMarried

Language KnowEnglish, Kannada, Hindi

DECLARATION

I hereby declare that all the information provided above is accurate to the best of my knowledge

Rashmi Dixit