



I want to put and use my creative skills, innovative thoughts that will benefit the Organization in the long run and also help me in building my career.

WORK & EXPERIENCE

Associate

Exl private ltd

2 Yrs Experience

Tasks

- I was responsible for collecting the data of accounts and billings of customers.

- Provide servicess time to time.

- All reporting works like documentation, online work etc.

Sr. Associate

Optum global solution

09/2017 to 04/2018

Tasks

- I was responsible for collecting the data of accounts and billings of customers.

- Entering the claims data into system.

- Processing the claims after proper investigation.

- Understanding the medical history of the clients.

- Resolve problems resulting from claim settlement.

- Delivere timely service to the members, providers, billing departments on the Subject of claims.

Sr. Associate

R1

03/2019 to Till Now

Tasks

- I was responsible for collecting the data of accounts and billings of customers.

- Entering the claims data into system.

- Processing the claims after proper investigation.

- Understanding the medical history of the clients.

- Resolve problems resulting from claim settlement.

- Delivere timely service to the members, providers, billing departments on the Subject of claims.

EDUCATION

Master of Business Administration

BBD University, Lucknow, India

2012-2014

Courses

- Marketing and HR

Bachelor's of Commerce

VBSPU, Jaunpur, India

2009-2012

- Commerce

Intermediate (ISC)

St. John's, Ghazipur, India

2007-2009

Course

- Commerce

High School (ICSE)

St. John's, Ghazipur, India

2006-2007

Course

- Commerce

SKILLS

MSSoftware

Communication skill

Team Work

Report writing

Planning

Leadership

Self Motivation

Windows

INTERNSHIP

Hindustan Coca-cola Beverages Pvt. Ltd.

05/2013 - 07/2013

- Objective of the project was to understand the customer satisfaction towards Coca-cola Beverages.

PERSONAL STRENGTH

Self Confidence & Quick Learner

Creative and Initiative

Team management

Time management

LANGUAGES

| | | | | | |
|---------|-------------|-------------|-------------|-------------|-------------|
| English | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> |
| Hindi | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> |
| Urdu | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> |
| Arabic | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> |

INTERESTS

Reading Books

Sports (Cricket & Football)

Exploring & Learning new thing

Travelling

PERSONAL DETAILS

Father Name: Atique Ahmad

Mother Name: Late Yasmeen

DOB: 12/02/1992

Passport No: L5186083