

**PANKAJ SHARMA**

- Cell ☎: +91- 7983058972
  - Email ✉: [pankajdineshsharma26@gmail.com](mailto:pankajdineshsharma26@gmail.com)
- Plot 15, Sushila Vihar 2, Bulandshahr, UP 203001
- 

**CAREER OBJECTIVE:** Looking for a medical billing specialist position at Healthcare Industry utilizing skills and experience in reconciling insurance and resolving account related concerns.

**MAJOR QUALIFICATIONS**

- Extremely familiar with medical terminology
- Computer – MS Office, MS-excel and PowerPoint.

**SPECIAL SKILLS**

- Able to perform claim submission, claim follow-up and next actions.
- In depth knowledge of preparing appropriate claim documents

---

**KEY ACCOMPLISHMENTS**

- Successfully managed billing services pertaining to 50 patients in a single day without any error(s).

**PROFESSIONAL EXPERIENCE**

- Worked with **Keizer Healthcare Pvt Ltd, Gurgaon** as an Sr. Executive AR. (22 Aug 22 to Present)
- Worked with **Medi touch Healthcare Pvt Ltd, Pune** as an Executive AR. (29 Oct 18 to 19 April 22)

**Roles & Responsibilities in Organization.**

- Review physician notes and obtain necessary clarifications where necessary
- Prepare appropriate claim documents
- Working on denials, AR Follow-Up, Appeals, and Websites Logins.
- Follow up with insurance companies and ensure that all claims come to fruition.

---

**EDUCATIONAL QUALIFICATION**

- Completed MBA with APJ in 2018
- Completed B.Com with Monad University in 2014.
- Completed 10+2 from CBSE in 2011.
- Secondary Education from CBSE in 2008.

---

**CAPABILITIES**

- Excellent written and verbal communication skills
- Highly Motivated personality with positive approach
- Proven ability to speak in a confident and assertive manner
- Exceptional telephone etiquette
- Able to deal with people.
- Willingness to learn • Managerial Attitude
- Can think out of box and resolve many Complex issues.
- Pressure bearing

**STRENGTH**

- Smart Working.
- Positive Attitude.
- Punctual & Team Work
- Self-Motivated & Disciplined.

---

**PERSONAL DETAILS**

Father's Name	:	Mr. Dinesh Chandra Sharma
Date of Birth	:	22 Feb 1993
Marital Status	:	Single
Nationality	:	Indian
Sex	:	Male
Language Known	:	English & Hindi

---

**SELF DECLARATION**

I assure that the above furnished details are true and original as per my knowledge and belief.

**Place: Haryana**

**Pankaj Sharma**

**Date:**