

SAMIR SARDAR

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E-Mail:

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CAREER OBJECTIVE:

To implement my knowledge and full utilization of my capabilities that will not only enrich my skills and satisfy my urge for learning but also lead to overall development of organisation.

EDUCATION PROFILE:

- Graduated in Bachelor in Commerce from St. Joseph's Degree & PG College (2012-2015).
- Intermediate from St. Joseph's junior College (2010-2012).
- S.S.C from St. Dominic Savio High School during the period (2009-2010).

PROFESSIONAL EXPERIENCE:

- 1. Company Name:** Cognizant Technology Solutions Pvt Ltd (CTS)
Designation: Senior Process Executive
Duration: 4th August 2016 to 18th October 2019
- 2. Company Name:** Inventurus Knowledge Solutions (IKS)
Designation: Revenue Cycle Executive - AR
Duration: 3rd December 2019 to 27th September 2021
- 3. Company Name:** R1 RCM
Designation: Senior analyst -AR
Duration: 4th October 2021 to Till date.

Work Experience in Cognizant Technology Solutions Pvt Ltd (CTS) (4th Aug 2016 – 18th Oct 2019) Health care Process

- Entered data into designated database and forms
- Working in claims CMS-1500 and UB-04 Claim form.
- Sending mails to the clients related about information and queries.
- Providing customer support by answering queries and ensuring minimum TAT.
- Monitor progress of special projects, ensuring work is completed.
- Maintained reports pertaining to client and associates like daily, weekly & monthly financials, to facilitate follow-up.
- Handling our team SLA as per the client updates.

- Evaluate the Quality of customer services being delivered and recommend suitable solutions for real time performance issues.

Work Experience in Inventurus Knowledge Solutions (IKS) (3rd Dec 2019 – Till date)

- Reviewed, followed up and worked on un-paid claims, old claims, No response claims, outstanding claims and denials.
- Making calls to resolve denials.
- Acted as payer relationship executive-claim analysing and calling.
- Complete understating of Revenue Cycle management and Worked in Federal and commercial payers
- Work with pilot batch and understand the process and also Coordination with the client.
- Scenario findings to all staff for examples that were not valid coding review needs.
- Conduct process and system training for new hire batches assigned.
- Ensuring training yield as per target, maintain quality of training delivered and training on time when training a new hire batch.
- Coordination with the supervisor for streamlining the batch.
- Responsible for planning upcoming batches With TL and aligning trainer's timelines, performing time & motion studies, concluding LAW & OJT targets.
- Manage team production and conduct process Quality monitoring and also Check work assignment & review of work list.
- Prepare and sending reports on daily basis which includes Production, Quality and attendance.
- Help the operation Team to understand the impact of the process update and maintain the update tracker.

ACHIEVEMENTS:

- I was awarded “**Unicorn**” thrice for achieving customer ‘excellence’.
- I was awarded “**Spot Light**” on a monthly basis for my hard work.
- I was awarded “**Merit Award**” 4 Times for achieving 100% production & quality.

TECHNICAL SKILLS:

- Conversant with MS Office (Word, PowerPoint and Excel) and Internet Applications.
- Tally ERP 9.
- Typing Speed: 40 W.P. M.

PERSONAL TRAITS:

- Willingness to learn and update knowledge
- Ability to organize to get things done
- Workaholic

INTERESTS:

- Learning new things
- Playing games
- Visiting new places

PERSONAL DETAILS:

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|-------------------|--|
| • Full Name | : Samir Sardar |
| • Father's Name | : Sanat Sardar |
| • Date of Birth | : 23-11-1994 |
| • Nationality | : Indian |
| • Languages Known | : English, Hindi, bengali and Telugu |
| • Marital Status | : Married |
| • Address | : H. No: 21-3-317, petla burj, near city college,
Old city, HYDERABAD |

DECLARATION:

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Date:

Place:

SAMIR SARDAR