

# **Curriculum Vitae**

## **Saurabh Upadhyay**

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### **Objective:**

To find a position with a growing organization where my accounting skills and collection experience can be used in the environment. Seek diversity and professional challenge with an opportunity for advancement.

### **Summary:-**

#### **Professional Experience : 7 Years**

##### **Savista Noida Sec - 62. From 17-Aug-2017 - currently working.**

- Ensured all bills are submitted in a time efficient and accurate manner
- Verified completeness and accuracy of all bills before submission
- Monitored and performed on management of third party and governmental denials.
- Identified self pay balances after insurance payments.
- Validated all required information for billing.
- Prepared documentation notes for monthly accounts receivable.
- Maintained documentation to support third party claims.
- Handled submissions and posted third party payments.
- Prepared weekly sales, cash collections, and project status updates for sr. management
- Making decisions with clear authority to write off balances according to strict guidelines.
- Submitting corrected bills and appeals if necessary

##### **Kimaya Medical Solutions (New Delhi) 12- Sep- 2016 to 01-Aug-2017**

- Ability to calculate discounts, interest, commissions, proportions and percentages
- Ability to read and interpret general business and financial documents
- Prioritizing accounts and workflow to meet management goals. Communicating work in progress and final collection disposition to the appropriate AR.
- Administered billing patient accounts to patients, third party, and governmental payers.
- Provided Finance Department with monthly revenue calculation which included net revenue, billable units, any necessary accruals or deferrals, plus contractual allowance and bad debt adjustments. Also calculated actual to budget variance and analyzed differences to provide variance explanations
- Prepared documentation for approval of contractual allowance.
- Delivered prompt secondary billing.
- Ensured timely and accurate documentation of patient account status.

## **Talisman Solutions (Noida) 17-Nov-2015 to 25-Aug-2016**

- Responsible for day to day management of insurance verification, medical billing, cash applications, denial posting, refund processing, and Vision Systems administration
- Calculated monthly cash collections forecast and quarterly cash collections goal for department incentive program
- Responsible for quarterly updating, testing, and verification of selected internal controls for the Internal Audit Department

### **Qualification:**

Graduate (BCA) : - Indira Gandhi National Open University

Intermediate : - UP. Board

High School : - UP. Board

### **Strengths:**

- Responsible, Honest, Dedicated and Strong Grasping Power.
- Adaptable Personality..
- Always Punctual and ability to perform something different.

### **Personal Profile:**

Father' s Name : Mr. Selak chand.

Marital Status : Married.

Nationality : Indian.

Gender : Male

Languages : English, Hindi .

Signature  
(Saurabh Upadhyay)

Date :