

**AVANTIKA GOYAL**

Flat no 206 Shivraj apartment near Huda chowk, Palwal

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CAREER OBJECTIVE

To learn new things with a company where I can utilize my skills and gain experience while enhancing the Company's reputation and productivity.

EDUCATION

- **Deen Bandhu chotu ram university of science and technology Sonipat, murthal**
Chemical engineering
6.71 cgpa 2019
- **Dharam public school Palwal**
X
7.61 cgpa 2013
- **Dharam public school Palwal**
XII
54.4% 2016

SKILLS

- -Expert in MS office and internet with proficiency in Excel.
- -Knowledge of Basic C language.
- -Teamwork and coordination.
- - Knowledge of operating software like MATLAB, Visual Basic, Chemcad and AutoCAD (2D & 3D).

TRAINING

- V-G Arya textile industry in Sonipat (4 weeks)
- Badama textile in Sonipat(6 weeks)

PERSONAL STRENGTHS

- Communicating: Communication Skills.
- Flexibility and Adaptability.
- Learning agility: Quick learner.
- Tolerance: Stress tolerance.
- Critical thinking: Decision-making skills.

EXPERIENCE

- IN 2021 joined Jorie healthcare PVT Ltd. company and have 1 year of experience.

I have knowledge of two software's (Xifin and gastro)

I have worked there on lab billing and on proper AR caller

- In 2022 joined Pacific global pvt ltd company and I have 5 month of experience and currently working - Software (ecw dealing with dermatology claims)

Responsibilities as a Process Associate

- Initiate telephone calls to insurance companies requesting the status of claims in the queue.
- Contact insurance companies for further explanation of denials and underpayments.
- Take appropriate action on claims guarantee resolution. This will be determined by the information received during the above steps.
- Ensure accurate and timely follow-up where required.
- Review denials with Billing Account Liaison to determine necessary steps for claim review.
- Document actions are taken in claims billing summary notes.
- Other billing-related tasks as needed, requested by the team lead.
- Improve knowledge on Medical Billing Software, and clearinghouse.
- Improve Knowledge on other Billing areas.
- Improve skills on CPT codes and Dx Codes.
- Make collections with a convincing approach.
- Meet collect targets in line with AR days.
- Mentoring new team members to be productive.

CERTIFICATES

- -Organizer in technova
- -Coordinator of western dance group
- -co-ordinanator of hospitality
- -Participated in marathon
- -Participated in technova(exhibition) got 2nd position.
- -Participated in Dcrust courtroom

PROJECTS

- **Designing of Evaporator** *6 month*
 - economy
 - Design problems

INTERESTS

- Actively participated in quiz competition and dance group competition.
- -Travelling, photography, Badminton, watching movies and reading novels.

PERSONAL PROFILE

- Date of Birth : 6/2/1997
- Marital Status : Single
- Nationality : Indian
- Known Languages : English, hindi