

Curriculum Vitae

Mubeen Alam Khan

Current Address: H.No. B-94 Joshi colony I.P. Extension New Delhi 110092

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Mobile no. 9540329782

CAREER OBJECTIVE.

To serve the organization with best of my capabilities and leverage my knowledge and potential directed at a long term interest in all the endeavors and task entrusted to me.

PROFESSIONAL AND ACADEMIC QUALIFICATIONS

- Bachelor from Aligarh Muslim University.
- SSSC from Aligarh Muslim University.
- SSC from Aligarh Muslim University.

PROFESSIONAL EXPERIENCE

- Previously worked in Genpact as a Sr. Process Associate in Medical billing team (AR Follow-up and Denials) for a global client. (Duration -March 2021 to September 2022)

Responsibility-

- Ensure complete review claims & forward to correct insurance company
- Perform timely & accurate submission of claim.
- Follow up all denied claims on Denials rejection & no response claims.
- Calls to insurance representative and requesting status of claims for the outstanding balances on patient accounts and taking appropriate actions.

As a Sr. Process Associate in State filling for a global insurance client.(Duration-May-2014 to March 2021)

- I have cross trained with different-2 medical and non-medical payment team like- WC, P&C, GL, AUTO, EDI, E-fax and AWW

Other Responsibility-

- Distribute work target to team member on daily basis according work.
- Monitoring work-tool and work-email box for no pending work till shift end.
- Mentorship to new joiner and provided process training.
- Leave management of team last three year with good manner
- Continuing to improve the payment process with the help of audit activity

ACHIEVEMENTS

- Awarded by multiple times **Bronze and other award.**
- Clear GENPACT **Boot Camp insurance** exam in one attempt.
- Lean tested and certified

KEY SKILLS AND ATTRIBUTES

- Strong Will Power
- Ability To Work For Long Hour
- Committed Team Player With Flexible Approach To Work
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INTERESTS

- Travelling
- Cooking
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LINGUISTIC PROFICIENCY

- **English**
- **Hindi**

PERSONAL DETAILS

Name : Mubeen Alam Khan
Father's name : Mr. Sulaiman Khan
D.O.B : 05/08/1989
Gender : Male
Marital Status : Married
Permanent Address : House no. B-94 Joshi colony I.P. Extension Delhi-92

“I declare that the information declared above is true to the best of knowledge”

Date & Place: - / /2022

Mubeen Alam Khan