

Ajeeta Sharma

BA Hons. Journalism and Mass Communication

PROFILE SUMMARY

An enthusiastic self-starter with strong leadership and communication skills. I would aspire to work in an organization that offers me opportunities to use my designation knowledge and employ friendly environment. Proven Academic and curricular achievements and possess the right technical and soft skills required to propel the organization in achieving its goals and objectives.

Looking to establish my career with an organization among committed and dedicated people, which will be helpful to explore myself fully and realize my potential.

EDUCATION HISTORY

2015-2018 : BA Hons. Journalism and Mass Communication from HNB Garhwal University, Srinagar

BA Dissertation on "Impact of Cinema on the youth of H.N.B Garhwal University"- A case study done in Srinagar a city of Uttarakhand in India. The study is to analyze the relationship between society and cinema and to understand various positive and negative factors of Bollywood influencing lives of youth.

2015 : Higher Secondary (CBSE Board), Khalsa Public School, Saharanpur

2013 : Secondary Exams (CBSE Board), Khalsa Public School, Saharanpur

PROFESSIONAL EXPERIENCE

Process Associate

Regional Reporter (Print Media)
Srinagar, Uttarakhand

July 2018- January 2019

Key Responsibilities:

- Assist the assignment desk in researching story ideas and coordination crews of reporters and photographers in their daily assignments. Tasks included retrieving file materials, answering telephones making beat checks, and assisting assignment editors and reporters in setting up coverage and plans.
- Assist the web producer in story research and writing, use of social media to gather information or share station content and video publishing. Task included conducting internet searches, scanning and reading multiple news sources, writing posts for station social media accounts, creating content for station's websites.

- *Typing reports in both English and Hindi language*
- *Attended various news events on behalf of the organization.*

Senior Analyst

R1RCM

Corporate sector

15 July 2019 – 10th June 2022

Key Responsibilities:

- *R1RCM (Revenue Cycle Management for US Hospitals) Process: AR Follow Up*
- *Analyze the claims denial and work accordingly*
- *Make sure that insurances paid the claim without any denial*
- *Analyze the claims through insurances websites and work accordingly or if there is no status of claims then we have to make a call to know the status*

Senior Analyst

Corro Health

Corporate sector

17 Oct 2022 – 31st Dec 2022

Key Responsibilities:

- **R1RCM (Revenue Cycle Management for US Hospitals) (Revenue Cycle Management for US Hospitals) Method: AR Follow Up**
- **Examine the reasons for the claim denial and take appropriate action**
- **Verify that the insurance company paid the claim in full.**
- **Examine the claims through the insurance companies' websites and take appropriate action; if there is no claim status information available, we must call to find out the status.**

SKILLS

- *Advanced Skills in MS Word, MS PowerPoint and MS Excel*
- *Fast Learner*
- *Good Communication skills*
- *Competency in MS Access, MS Groove, MS One Note and MS Outlook*

AWARDS/ACHIEVEMENTS

- *Won various awards for Debate competitions*
- *Represented school and university in various athletic tournaments*
- *Got letter of appreciation for the University for "Betterment of City" Activities such as clean and green drives, photo walks.*
- *Department appreciated me with a certificate of good skills of management.*

Interests

- *Traveling*
 - *Adventure sports*
 - *Hiking*
 - *Socializing*
 - *Dancing*
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PERSONAL PARTICULARS

Name : *Ajeeta Sharma*
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Date of Birth : *16th January, 1998*

References : *Available on request*