

CURRICULUM VITAE

Naveen

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CAREER OBJECTIVE:

I am looking forward to associate myself with an organization where there is ample scope to learn and hone my skills and develop capabilities to grow in a good position in future.

PROFESSIONAL EXPERIENCE

VETO INFORMATIC SOLUTIONS

February 2019 to March 2021

Roles & Responsibilities: Team Lead

- Manage in a fast pace environment, remaining proactive, detailed oriented, resourceful and efficient, with a high level of professionalism
- Review the operations daily, ensuring schedules are met and all tasks are accomplished.
- Analyze the performance of each team member and provide aid where necessary.
- Create the procedures and the specifications to follow for the execution of projects in the organization, and specify product requirements for operational success
- Mentor team members, identify lapses, and conduct training on the job to equip staff with knowledge of developing trends in order to build a highly skilled department
- Ensure that members of the operations team adhere to company rules and work ethics
- Coordinate transactional operations and monitor ongoing business processes in the organization.
- Team building, leadership, motivation, and mentorship
- Talent development and career progression

OPTUM GLOBAL SOLUTIONS

August 2017 to February 2019

Roles & Responsibilities: Subject Matter Expert.

- Ensure that members of staff adhere to client's specifications in the course of production to guarantee client satisfaction
- Review the operations on a daily basis, ensuring schedules are met and all tasks are accomplished.
- Provide instruction to team members in order to guide them in their responsibilities and encourage more successful work, communicating clearly and accurately.
- Analyze the performance of each team member and provide aid where necessary.
- Create the procedures and the specifications to follow for the execution of projects in the organization, and specify product requirements for operational success
- Mentor team members, identify lapses, and conduct training on the job to equip staff with knowledge of developing trends in order to build a highly skilled department
- Ensure that members of the operations team adhere to company rules and work ethics

- Handling Client Queries and Manage the flow of day-to-day operations,
- Analysis the exact reason and taking appropriate steps by Documentation and Reporting.
- Monitor team members' participation to ensure the training they providing is being put into use, and also to see if any additional training is needed
- To solve any issues regarding pending claims, by taking necessary corrections with that Corresponding Group thru In-personal or Mail.

- Review and resolve denied claims and Denial Management.
- Handling Appeals for contested claims
- Analysis the exact reason and taking appropriate steps by Documentation and Reporting.
- To solve any issues regarding pending claims, by taking necessary corrections with that Corresponding Group thru In-personal or Mail.

EDUCATIONAL QUALIFICATIONS:

Board	Year of Passing	Course
Osmania University	April 2013	B.com Computers
Intermediate	March 2008	Voc (CSE)
SSC	March 2006	SSC

TECHNICAL SKILLS:

- Good at MS Office Word, PPT & Excel.
- Proficient with MS Office and various other forms of technology.
- Proficient in EPIC, Medical manager, AMD
- HIPPA Compliance
- Excellent impersonal skills
- Strong computer skills, with advanced knowledge of word processing, spreadsheet, presentation and database software, such as Microsoft Office
- Proven track record of coaching and teaching skills

Place: Hyderabad

Date:

Signature

(NAVEEN)