

RESUME

GEETA

Mobile-8285723885

E mail- geetabghl2@gmail.com

CAREER OBJECTIVE

- ✦ To full utilize of my knowledge in growth of reputed Organization and to be a analyst in future.

PROFESSIONAL WORK EXPERIENCE

- ✦ **Optum (United health group) Noida** as an AR follow up from March 2017 to May 2019.
- ✦ **Currently I am working with R1RCM since December 2019 as an AR follow up**

PROFESSIONAL WORK PROFILE

- ✦ Process a wide variety of claims including health, life and personal injury.
- ✦ Consult, hospital records, during investigation to assist in claim validation.
- ✦ Research and verify insurance policy coverage. ✦ Document all findings in concise claims report.
- ✦ Issue payouts to claimant.

PROFESSIONAL QUALIFICATION

- ✦ **Complete Bachelor of Arts in 2014 from Dehli University.**
- ✦ **Complete Master of Arts in 2018 from IGNOU University.**

ACADEMIC PROFILE

- ✦ Intermediate from U.P. Board in 2009.
- ✦ High school from U.P. Board in 2007.

COMPUTER SKILL

- ✦ MS – Word
- ✦ MS- Excel
- ✦ Power point
- ✦ Internet
- ✦ Basic Window operations.

STRENGTHS

- ✦ Ability to work in a team with diverse backgrounds.
- ✦ Strong commitment to quality.
- ✦ Willing to learn and adopt new opportunities & challenges.

EXTRA CURRICULAR ACTIVITIES

- ✦ Taking participation in debates & Seminars.
- ✦ To organize presentation & events.

PERSONAL DETAILS

| | | |
|-----------------------|---|-----------------------------------------------------|
| Father's name | : | Mr. Mewa Ram |
| Date of Birth | : | 20/06/1991 |
| Marital Status | : | Unmarried |
| Gender | : | Female |
| Nationality | : | Indian |
| Language Known | : | Hindi & English |
| Address | : | H.no. NNG/351, Aashrya Yojna Nand Gram Ghaziabad |

HOBBIES

✦ Painting. ✦
Singing .

DECLARATION

- ✦ I hereby declared that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date.....

(GEETA)

Place