RAVI PATEL

Anand,Gujarat,India

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Dear Recruiter/Hiring Manager,

I am writing to express my interest in working for your organization for the position of Associate

Nothing gives me greater satisfaction than working in assignments that directly contribute to the growth of an organization.

I've worked in reputed organizations which is successfully handling assignments in Business Management, Business Planning. This experience has helped me develop a sound understanding of solving complex problems, managing ambiguities and delivering growth.

I'm a qualified Diploma in Hospitality, Air Travel Management and Aviation committed to working in assignments involving Business planning and Business Management. I hold a Bachelor of Commerce (Advance Account & Audit with B.R.F.).

My computer skills are well developed, including the use of all office applications, business applications and database tools.

I would love to join the team at your organization to work in Business Planning and Business Management. My resume is attached for your kind review and I look forward to being able to discuss the position with you further.

Thank you for your time & Consideration.

Warm Regards,

RAVI PATEL

RESUME

AF-2 Alaknanda Apt.

Nr. Panchayat, Nana Bajar

 Vallabh Vidyanagar

Anand,Gujarat

RAVIKANT PATEL

Career Objective

- To utilize my educational background and work experience
- To create standards in the life by making my life fruitful to myself, my family, my company, my friends.
- To be perfect in my work, in my commitment with the organization.

Work Experience

- Worked with Snesh Resort PVT LTD as an Executive Assistant. (1st Sep 2011 to 30 Sep 2013)
- Worked with Taskflow Answer pvt ltd as a Senior Associate 14th June, 2017 till 31 Dec 2021.
- Worked with Palai RCM solutions as as a Sr. process Associate - AR (1st Jan to 1st April 2022)
- Working Pacific BPO as Sr. AR Executive (2nd June to till date)

Education Qualification

COURSE	INSTITUTE/UNIVERSITY	YEAR OF PASSING	RESULT
BTEC HNC (HOSPITALITY, TOURISM,AVIATION MGT.)	FRANKFINN INST. BARODA	JULY-2011	A GRADE
BACHELOR OF COMMERCE (ADV.ACCOUNT&AUDIT WITH B.R.F.)	SARDAR PATEL UNIVERSITY	MARCH-APRIL 2009	48%
HIGHER SECONDARY SCHOOL CERTIFICATE	GUJARAT HIGHER STATE EDUCATION BOARD	MARCH-2006	66.67%
SECONDARY SCHOOL CERTIFICATE	GUJARAT SECONDARY STATE EDUCATION BOARD	MARCH-2004	64.14%

Computer Proficiency

M.S OFFICE, INTERNET APPLICATION

Role & responsibility for AR, insurance verification & authorization

- Perform pre- call analysis and check the status by calling the payer or using IVR or Web portal services.
- Maintain Adequate docs. on the client software to send the necessary docs. to ins. companies and maintain a clear audit trial for future references.
- Making calls to ins. companies to follow up on pending claims.
- Workflows received through the patient scheduling system.
- Accurate verification of primary and secondary coverage details, including member ID, group ID, coverage period, co-pay, deductible, and co-insurance and benefits information
- Efficient connection with the payer using the best possible channel (phone or web)
- Prompt identification and resolution of missing or invalid data
- Upgrade eligibility verification processes with our proprietary.
- Rapid determination of prior authorization requirements
- Prepare and submit paperwork to the payer
- Consistent follow-ups on submitted prior-authorization requests
- Immediate notification of any issues with the authorization request

Hobbies
Music listening
Cricket

Travelling

Personal Information

Date of Birth	:	13th Oct 1988
Marital Status	:	Married
Gender	:	Male
Nationality	:	Indian
Category	:	Open
Language Known	:	English,Hindi,Gujarati
Height	:	162 cm
Contact No	:	+91 7573854566

E-mail id   :   raviptl11@gmail.com

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Ravi Patel