

CURRICULUM- VITAE

Lovepreet Singh

Q/2 22 Dlf Phase 2

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CAREER OBJECTIVE

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization's objectives and also attain my career targets in the progress.

PROFESSIONAL QUALIFICATION

Post Graduate Diploma in Management, batch (2012-2014), Finance & Marketing JK Business School, Gurgaon (Haryana) CGPA 2.31

Bachelor of Business Administration (2009-2012) from RKG College -59.00%

ACADEMIC QUALIFICATION

ACADEMIC QUALIFICATION	NAME OF THE INSTITUTION	BOARD / UNIVERSITY	YEAR OF PASSING	MARKS (%)
X	New Public Inter College	UP Board	2007	51%
XII	New Public Inter College	UP Board	2009	55%

SUMMER INTERNSHIP

- Name of the Company : Shree Cement Ltd.
- Duration : 2 Months
- Location : Delhi (West)
- Title of the Project : Channel satisfaction for Shree Cement.

- Religare Securities -
- Duration : 2 Months
- Location : Lucknow
- Title of the Project : Demat Account online trading

WORK EXPERIENCE

July 2017 to till date: Senior Analyst in R1RCM (AR Follow-up)

Responsibilities:

- Documentation of Standard Operating Procedures.
- Works on Denials of Medical Claims and billing provider and member accordingly.
- Resolving claims by communicating with insurance agencies via email and call.
- Works to get resolution and get the payment done on the claims got denied by the insurance companies.
- Maintaining the Quality delivery with turn around more than the SLA Parameters.
- Support Onshore teams when & where required.
- Successfully manage multiple parallel activities and priorities tasks effectively.
- Working on Creating SOP's to make process Smoother and Updating the Team with New Ideas to get Hold of few Denial scenarios.

Achievements:

- R1 star of the month awards received in RCM.
- Appreciation by clients for handling additional task.

Quattro global services Pvt Ltd – 1 year and 9 months as a senior fraud analyst in Card not present operations (CNPO) from 8 May 2015 till 7 Feb 2017.

Responsibilities:

- Working with customers to resolve their disputed transactions.
- Contacting merchants to resolve and customer queries.

COMPUTER SKILLS

- Knowledge of MS Word, Microsoft Power Point
- Basic and pre-advance Microsoft Excel

STRENGTH

- Excellent communication skills
- Team spirit and positive attitude
- Quick Learner
- Adaptable According Conditions

HOBBIES

- Online Gaming
- Traveling

PERSONAL PROFILE

Date of Birth : 24 / 09 / 1991
Gender : Male
Languages Known : English, Hindi & Punjabi
Marital Status : Single
Nationality : Indian

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place:

Lovepreet Singh

Signature