



Personal Details

404, Narmda 2 SRA CHS,
Ram Nagar, Chincholi Bunder,
Malad (W) Mumbai - 400064

DOB: 25/09/1995

Phone : 9619158962

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OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

PROFESSIONAL EXPERIENCE

NextServices HSS Pvt Ltd
Senior Associate

Malad, Mumbai
18/09/2017 to current

- Worked in eligibility, benefits, and authorization. Responsibility handled as report shared with client on daily basis.
- Lead eligibility, benefits, and authorization team.
- Worked in account receivables as claims analyst. Claims review and provide end to end resolution.
- Currently, working as non-standard account management. Responsibilities held are reviewing the account receivables reports, correspondences, resolving exclusions, keeping track on benefits and authorizations.
- Prepare monthly reports for client. Work closely with all teams to get sense of client's account.

EDUCATION

DAV Highschool – SSC

I passed SSC in March 2011 with 81.82%.

Valia College of Science – HSC

I cleared HSC in February 2013 with 63.00%.

Atharva College of Engineering – BE Electrical

I cleared BE in January 2020 with 49.78%.

SKILLS & ABILITIES

- Curious to learn new things and grasp them quickly.
- Reasoning and Analytical skills
- Problem Solving Mindset
- Mentoring and Coaching skills

OTHER SKILLS

- Windows Power Automate
- C++, Java
- Advance Excel

DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge.

Pavan Ramesh Naik