

Vivek Bhatta

Address: 59/A J.K House, 1st Floor, Room No 10, Bhulabai Desai Road,
Breach Candy, Grant Road (W), Mumbai-400026, Maharashtra, India

Date of Birth: 02-11-1997

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Career Objective:

To ensure my goals are aligned with the vision and mission statement of the company

Educational Qualification:

Year	Course	Institute / Board /College/ Univ.	Results (%/CGPA)
2020	B.com	Byramjee Jeejeebhoy College of Commerce	7.2 GPA
2016	H.S.C	N.S.S College of Commerce	63.08%
2014	S.S.C.	B.K.M High School	67.40%

Work Experience:

A.R Trainee

Inventurus Knowledge Solutions

April 2016 to October 2016

- Taking claim status by calling insurance and by checking payer web portals.
- Reviewing claims status and analysing claim in order to find the issues.
- Ensuring to take proper actions on those claims and make sure that account or claim is resolved.
- Responsible to make an entry of all the details of the transaction in the system.
- Responsible to complete all the claims assigned to self and that too with utmost quality.
- Responsible to identify any red flags/ HIPPA regulatory/Compliance and to maintain the Code of conduct maintained by the management.

Sr AR Executive

Infinx Services PVT Ltd.

October 2016 to January 2019

- Reviewing claims status and analysing claim in order to find the issues.
- Co-ordination with other operation, IT support, finance team for control management and for effectiveness of the process.
- Interacting with client in order to escalate issues and come to arrive at a conclusive resolution.
- Reporting of ageing inventory and to take immediate course of action as mentioned by the management, so that we don't lose payment.
- Responsible for providing floor assistance to users and to also train freshers and them on board as soon as possible.

- Allocation of inventory based on analysis and priority mentioned by client.
- Responsible for preparing MOM after any meeting with client.
- Ensuring that all the denied claims are worked upon with quality being intact.
- Responsible for allocation all the denied claim based on the individual's skills and ability.
- Making sure that there's comfortable work environment.
- Responsible for handling 25+ freshers and making sure that they understand their role and perform with effectiveness and efficiency.
- Ensuring that all the day to day activities are always in check and to submit the reports to management in term of, absenteeism, Quality, Productivity, Issues on where we need client's assistance and how can we improve the process.
- Ensuring process is in line with SOP.

**Sr. A.R Executive
Scope Consultants.**

February 2019 to March 2020

- Reviewing claims status and analysing claim in order to find the issues.
- Co-ordination with other operation, IT support, finance team for control management and for effectiveness of the process.
- Interacting with client in order to escalate issues and come to arrive at a conclusive resolution.
- Reporting of ageing inventory and to take immediate course of action as mentioned by the management, so that we don't lose payment.
- Responsible for providing floor assistance to users and to also train freshers and them on board as soon as possible.
- Allocation of inventory based on analysis and priority mentioned by client.
- Ensuring that all the denied claims are worked upon with quality being intact.
- Responsible for preparing MOM after any meeting with client.
- Ensuring process is in line with SOP.

**Sr. AR Executive.
Gebbs Healthcare.**

January 2021 to October 2021

- Reviewing claims status and analysing claim in order to find the issues.
- Co-ordination with other operation, IT support, finance team for control management and for effectiveness of the process.
- Interacting with client in order to escalate issues and come to arrive at a conclusive resolution.
- Reporting of ageing inventory and to take immediate course of action as mentioned by the management, so that we don't lose payment.
- Responsible for providing floor assistance to users and to also train freshers and them on board as soon as possible.
- Allocation of inventory based on analysis and priority mentioned by client.
- Working on UB04 claims and ensuring denial claims are resolved.
- Differentiating between UB04 and CMS 1500 and working accordingly.
- Responsible for preparing MOM after any meeting with client.
- Ensuring process is in line with SOP.
- Assisting other user's who are new to hospital billing.

**Sr. AR Executive.
Corro Health.**

November 2021 till date

- Reviewing claims status and analysing claim in order to find the issues.

- Co-ordination with other operation, IT support, finance team for control management and for effectiveness of the process.
- Interacting with client in order to escalate issues and come to arrive at a conclusive resolution.
- Reporting of ageing inventory and to take immediate course of action as mentioned by the management, so that we don't lose payment.
- Responsible for providing floor assistance to users and to also train freshers and them on board as soon as possible.
- Allocation of inventory based on analysis and priority mentioned by client.
- Ensuring that all the denied claims are worked upon with quality being intact.
- Responsible for allocation all the denied claim based on the individual's skills and ability.
- Making sure that there's comfortable work environment.
- Ensuring process is in line with SOP.

Achievements:

- 1st Rank in English in SSC Boards
- 1st Rank in International Informatics Olympiad.
- Top performer of year 2017 at Infinx Services Pvt Ltd.
- 8 Certificates for best performer of the month throughout different companies.

Interests:

- I enjoy reading books, Binge watching series, watching Sports and travelling.