SARTHAK SHARMA

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Objective

* *I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.*

WORK HISTORY

Omega Healthcare October 2021- March 2022

Sr. Executive Accounts Receivable

* *Team Handling, Handle pending task from Client’s side.*
* *Handling denials on priority by working on the ageing report daily.*
* *Discussing escalated issues related to denials with the group lead.*

  Learning and understanding the client specifications by working on different clients every day

Sovereign Health India Private Limited (Gurugram) November 2016- April 2021

Sr. Executive Accounts Receivable - Medical Billing

* *Generating daily, weekly, monthly Census report for the client and publish it to Company portal.*
* *Assigning daily work assignment to the team members, keeping a track of their production, compiling the production data and reporting it to the Manager.*
* *Resolving denials on a daily basis and compiling the Daily production report of team.*
* *Team Handling & Interaction with clients.*

Pacific Ventures Private Limited (Noida) October 2015- November 2016 Sr. Executive Accounts Receivable - Medical Billing

* *Team Handling, Handle pending task from Client’s side.*
* *Handling denials on priority by working on the ageing report daily.*
* *Discussing escalated issues related to denials with the group lead.*
* *Learning and understanding the client specifications by working on different clients every day.*

SKILLS SUMMARY

* *Proficient in Microsoft Office.*
* *Situational leadership skills.*
* *Ability to work and communicate with people across the organization.*

EDUCATIONAL BACKGROUND

* ***Bachelor of Computer Applications*** *from I.T.S. College, Ghaziabad*
* ***Senior Secondary (XIIth)*** *- Science from Holy Angels Public School, Ghaziabad*
* ***Secondary (Xth)*** *from C.C.D.P.S., Ghaziabad*

PERSONAL details

* ***Father’s Name****: Sh. Sudhir Sharma*
* ***Date of Birth****: February 10, 1994*
* ***Marital Status****: Unmarried*
* ***Hobbies****: Playing Guitar, Swimming, Hitchhiking and Nature Photography*
* ***Languages****: English & Hindi*