**Curriculum Vitae**

**SHISHIR SHYAM**

**Current Address**: **MM72 DLF Ankur Vihar, Ghaziabad, UP**

**E-mail ID: shishirshyam@yahoo.com**

**Mobile no. 9599535466**

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| **CAREER OBJECTIVE.** |

To serve the organization with best of my capabilities and leverage my knowledge and potential directed at a long term interest in all the endeavors and task entrusted to me.

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| **PROFESSIONAL AND ACADEMIC QUALIFICATIONS** |

* MBA with Dual specialization in Finance and International Business from PSIT, Kanpur (Uttar Pradesh).
* Graduation: - Bachelor of Commerce.

(University of Lucknow)

* Intermediate: - (commerce)
* Matriculation: -(commerce)

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| **PROFESSIONAL EXPERIENCE** |

1. Presently working with Genpact as a Sr. Process Associate in Medical billing team **(AR Follow-up and Denials)** for a global client. (Duration -March-2020 to till date)

Responsibility-

* Ensure complete review claims & forward to correct insurance company
* Perform timely & accurate submission of claim.
* Follow up all denied claims on Denials rejection & no response claims.
* Calls to insurance representative and requesting status of claims for the outstanding balances on patient accounts and taking appropriate actions.

1. Working with Genpact as a Sr. Process Associate in Payment team for a global insurance client.(Duration-May- 2014 to March 2020)

* I have cross trained with different-2 medical and non-medical payment team like- WC, P&C, GL, AUTO, Mileage payment

Responsibility- pull work through process tool then check invoice and identify LOB and service then payment process according LOB steps like- Identify medical, expense, GL or auto payment services code, amount approval rate etc. and payment done with some other process steps.

Other Responsibility-

* Distribute work target to team member on daily basis according work.
* Monitoring work-tool and work-email box for no pending work till sift end.
* Mentorship to new joiner and provided process training.
* Leave management of team last three year with good manner
* Continuing to improve the payment process with the help of audit activity
* Duplicate payment identifies and inform to provider.
* Keeping track of all payments and maintaining historical records.

**ACHIEVEMENTS**

* Awarded by multiple time **Bronze and other award**.
* Clear GENPACT **Boot Camp insurance** exam in one attempt.
* Lean tested and certified

**KEY SKILLS AND ATTRIBUTES**

* Strong Will Power
* Ability To Work For Long Hours
* People Oriented Person
* Committed Team Player With Flexible Approach To Work

**INTERESTS**

* Travelling
* Cooking

**LINGUISTIC PROFICIENCY**

* **English**
* **Hindi**

**REFERENCE**

* Available on request.

**PERSONAL DETAILS**

Name : Shishir Shyam

Father’s name : Shri Munjee Kushwaha

D.O.B : 31/08/1989

Gender : Male

Marital Status : Married

Permanent Address : House no.E53 Divya nagar, 273010 Gorakhpur (UP)

**“**I **declare that the information declared above is true to the best of knowledge”**

**Date & Place: - / /2022 SHISHIR SHYAM**