**RESUME**

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**Name** : Manish Ranajeet Rajaput  
**Address** : H.no 400/1 Maruti Galli Khasbag

Belgaum Karnataka 590003

**E-mail** : rajputmanish287@gmail.com  
**Phone Number** : +91 7829254207  
  
**Objective:**  
 To work and achieve a responsible and challenging position that will utilize my talent and provide Potential as well as organizational growth.  
  
**Academic Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination Passed** | **Board** | **Institute Studied** | **Year of Passing** | **Percentage of Marks** |
| B.B.A | Rani Channamma University | R.P.D College Of Arts & Commerce Dept Of BBA, Belgaum | 2019 | 54.00% |
| PUC- II | Karnataka State PU Board | RPD College, Belgaum | 2015 | 57.33 % |
| SSLC | Karnataka Board of Secondary Education | Adarsh Vidhya Mandir High School, M. Vadgaon Belgaum | 2013 | 39.04 % |

**Work Experience:**

**1st October-2018 to 30th January 2021**

**Company:** Btp- Infoserve Ltd Tilakwadi Belagum Karnataka 590006.

**Company profile:** Medical Billing and Coding for US Clients.

**Designation:** Claim Process Associate and AR Caller.

**5th February-2021 to 3rd Sept 2021**

**Company:** Omega Healthcare Bangalore Karnataka 560017.

**Company profile:** Medical Billing coding and RCM management

**Designation:** Executive-AR

**2nd August 2021 to 30th June 2022**

**Company:** Augustus Healthcare LLP.

**Company profile:** Medical Billing coding and RCM management

**Designation:** AR Caller

**Job Responsibility:**

* Distribution of work to subordinates.
* Ensuring 100% accuracy with required quantity.
* Handling client portfolio and bills receivable.
* AR calling (denials and payment handling).

**Knowledge:**

* Good understanding of ICD9/ICD10- CM coding(especially for ambulance billing)
* Good knowledge of HCFA and HIPAA rules and guidelines.
* Good knowledge of HCPCS coding.
* Good knowledge to work on CPT denials.
* Excellent in accounts receivables, denial processing and appeal handling.
* AR Calling.

**PROJECT:**

I have completed 1 month project work in S.S.Equipments Aurangabad on training and development. And certified by Rani Channamma University.

I have done 15 days industrial study in Aurangabad.

**Other Courses:**

* I have completed Tally 9.1 course, MS-Office, HTML, DBMS, and C Programming and certified By Rani Channamma University Belgaum.

**Strength:**

* Good problem understanding and solving ability.
* Passion for learning new technologies.
* Quick learner, Honest and Dedicated worker.
* Can do work as an individual or a team member.
* Good communication skills
* Fluent in speaking English, Hindi, Marathi, Kannada languages.

**Hobbies:**

* Reading
* Reading Newspaper
* Listening music
* Travelling
* cooking

**Passport Detail:**

* **Passport# :** P024787
* **Valid Up to :** 02/04/2027
* **Passport type :** P
* **Place of Issue :** Bangalore

**Personal Details:**

**Date of Birth** : 07th August 1997

**Marital Status** : Unmarried

**Gender** : Male

**Languages Known** : English, Hindi, Kannada & Marathi.

**Nationality** : Indian

**Declaration:**  
 I hereby declare that all the above information is correct to the best of my knowledge and belief.

**Date:**   
**Place:** India

(Manish Ranajeet Rajaput)