**RESUME**

**P. SAI SINDHU**

**H.NO:6-1-14,**

**RAJUCOLONY,**

**BALANAGAR, CELL: 8341826979**

**HYD-500042. E-Mail Id: sindhugoud2607@gmail.com**



**CAREER OBJECTIVE:**

Would like to work in such an environment where I could get an opportunity

to enhance my skills and grow professionally as well as personally.

**EDUCATIONAL QUALIFICATIONS:**

* B-tech from Priyadarshini Institute of science and technology.
* Intermediate from Sree Vardhan junior college.

 SSC from State board of secondary education.

**COMPUTER SKILLS:**

* MS-OFFICE
* MS-Excel

**EXPERIENCE:**

* Having 40 months experience in AGS HEALTH Pvt. Ltd

**STRENGTHS:**

* Good communication skills
* Self confident
* Hard working

**ROLES & RESPONSIBILITIES:**

* Contacted 30-50/day insurance company representatives to address account issues with timely and corrective measures.
* Prioritized and organized work assignment of approximately 300 accounts to meet deadlines.
* Reviewed aged items and proposed bad debt write offs as required.
* Maintained standards related to data integrity, security and confidentiality.
* Had working knowledge with large insurance providers.
* Review provider claims that have been denied by insurance companies.
* Review denials with Billing Account Liaison to determine necessary steps for claim review. Document actions taken in claims billing summary notes.

**PERSONELS DETAILS**

| Name |  | : | P. SAISINDHU |
| --- | --- | --- | --- |
| Father name |  | : | P. Venkatesh goud |
| Date of Birth |  | : | 26-07-1996 |
| Gender |  | : | Female |
| Nationality |  | : | Indian |
| Languages Known |  | : | Telugu, English & Hindi |

**D EC LA R A TI ON :**

The details mentioned above are true to the best of my knowledge and if I am being given a chance, I ensure the prompt service for the development of the organization.

**Date:**

**Place:** BALANAGAR **(P.SAI SINDHU)**