**Mr. Santosh Chhedilal Rajbhar**

MOBILE :- 8928336925



**Objective: - To serve organization to the best of my ability and to make sincere efforts turn myself into respected company.**

| Educational Qualification. |
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| Year of passing |  | Particulars. |
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| March 2012 |  | TY B.COM Degree with 52.40% from Mumbai University. |
| March 2008 |  | Higher Secondary Certificate in Commerce from Maharashtra State Board with 67.50%. |
| March 2006 |  | Secondary School Certificate from Mumbai Divisional Board with 66.66%. |

| COMPUTER AWARNESS. |
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* System: DOS, Windows 95/ Operating 98/2000.
* Packages: MS-Office – Word, Excel, Access, PowerPoint.
* Internet skills: Browsing, Creating folders, Address Book Accounts
* Done advance Excel from St Angelo.

| LANGUAGES KNOWN. |
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* English
* Hindi
* Marathi.

| Hobbies |
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* Playing cricket
* Listening to music etc

| EXPERIENCE. |
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**Worked with Dr.Nigam Good Health Pvt ltd as Data entry operator from January 1st to 2013 to November 15 2013.**

* Maintaining patient demographic records.
* Maintaining procedure records and follow up visit
* Taking feedback from patient after procedure
* Updating records on timely manner in system
* Work assignment to junior and nurse and clicking pictures of patient
* Keeping track of daily procedure
* Creating weekly procedure reports in Excel and submitting to senior Doctor
* **Worked with Health Prime International as Insurance Specialist from December 16th 2013 to July 1st 2018.**
* Worked on denied claims.
* Posting payment as per EOB.
* Calling insurance company on pending claims, appeals.
* Submitting corrected claim and Appeal to insurance company.
* Handling patient query regarding statement and bills.
* Worked on credit balance, recoupment, offset.
* Worked on correspondence received from insurance company and updating in system.
* Worked on claims rejection from clearinghouse.

**Team Coach with Health Prime international from July 4th 2018 to Feb 13th 2020**

* Work assignment.
* Process training to new team members.
* Daily work audit.
* Error rectification.
* Work completion on time.
* Providing new update related to process.
* Maintaining daily production and quality data.

**Worked with Gebbs Healthcare as Senior AR Caller from March 2020 to October 2021**

* Working on denial claims
* Calling insurance company for pending claim and appeal status.

**Working With Wipro LTD from October 20 2021 still present as Subject Matter Expert**

* Helping New User to learn the process.
* Giving process training.
* Helping user to clear certification.
* Doing quality check of daily work.
* Preparing MOM for all meet
* Doing Work Allocation based if aging.

**Personal Details:-**

**Name**  : Santosh Chhedilal Rajbhar

**Fathers Name** : Late Chhedilal Rajbhar

**Address** : Room No 1, Swami Chawl, Tilak Nagar, Sakinaka, Mumbai- 400 072

**Sex** : Male

**Nationality** : Indian

**Marital Status**  : Single

**Date of Birth** : 12th January 1990

**Mobile No** : 8928336925

**Email** : Rajbharsantosh3@gmail.Com

**Date: - (Mr. Santosh Chhedilal Rajbhar)**