Neelam Pal

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*Address: 524 ADARSH COLONY VIJAY NAGAR BIHARIPURA GHAZIABAD 201009 (U.P)*

# OBJECTIVE

Being a committed team player, want to be a part of a renowned organization to contribute towards mutual growth.

# ORGANIZATIONAL EXPERIENCE

***Pecific BPO Pvt. Ltd.- worked as a Senior AR for 1 yr. (02-Aug 2021 to 21- July 2022)***

## Responsibilities and Achievements

* *Used to work on denied claims and try to retrieve payments from insurance as much as I could.*
* *Reviewing the claim properly if denied incorrectly sending them back for reprocessing.*

***Epic Global Health- worked as an AR for 1.5 yr. (05-Aug 2019 to 10- Mar 2021)***

## Responsibilities and Achievements

* *Used to work on denied claims and try to retrieve payments from insurance as much as I could.*
* *Reviewing the claim properly if denied incorrectly sending them back for reprocessing.*

## IndiaMART – Third Party Payroll (Quality Auditor) Responsibilities and Achievements

* *Managed a team of 10 Product Delivery Executives.*
* *Auditing of catalogues designed by PDEs.*
* *Data mining and reporting.*
* *Provided occasional trainings to PDEs.*
* *Received Employee of the month tag twice.*

# EDUCATION

***IT Skills:***

***Personal Potency:***

* *Pursuing B.ed (Sankalp Institute of Education)*
* *2018 M.A from CCS University*
* *2016 B.Sc. from CCS University*
* *Efficient in Microsoft Advanced Excel, Word & PowerPoint and Outlook*
  + *Ability to work under pressure.*
  + *Easy adaptability to various systems.*
  + *Result oriented approach*

# PERSONAL INFORMATION

Father’s Name : MR. VEER SINGH

Date of Birth : 20 Dec,1996

Marital Status : Unmarried Languages Known : Hindi and English.

DECLARATION

I do here by declare that all the statements made in this resume are correct to the best of my knowledge and belief.

Date:

Place: Ghaziabad (NEELAM PAL)