**SHAILENDRA KUMAR SINGH**

singh.kumar820@gmail.com

9012026229

 H.NO:708 NEAR IDEA TOWER ADARSH NAGAR MODINAGAR , GHAZIABAD- 201204



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Seeking a position that provides me the opportunity to test my mental, utilize my skills and my ability and challenge to achieve what I learn & set out to achieve.

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*February 2019 - December2020*

Claim processing associate

**EMDS**

*June 2021 – March 2022*

Sr. Associate Billing

Responsible for conﬁguring the auto pay claim (System generated). We received the beneﬁt summary in PDF format regarding their plans from our implementation managers and we conﬁgure the system accordingly. And make sure that each and every information should be updated as per the beneﬁt summary.

Tracked inventory and maintained account's to identify any discrepancies. Conducted research and Investigation of all discrepancies. Updated accounts with accurate information. Reconciliation discrepancies efficiency and in a timely manner for clients. Notified supervisor of all issuers and trends when required. Resolved accounts reconciliation issues quickly. Posting payments in client software threw ERA and ﬁles as well.



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**KNGD Modi Engg College , Modinagar (2011) with 65% marks** .

12th from S.V.M. Inter College, Saharanpur in 2005 with 66% marks.

10th from S.V.M. Inter College, Saharanpur in 2003 with 63% marks.

# Skills



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Well versed with basic MS Windows/MS Oﬃce applications.

Good communication.