**Rishi Kumar**

**Mobile:** 9818211419

**E-Mail:** Rishi.gautam36@gmail.com

**SEEKING CAREER IN MEDICAL BILLING**

**Summary**

* Associated with a progressive organization which poses a challenging and innovative career making the best of my knowledge and thus giving me scope to update my knowledge and skills.

**Technical Skills**

* **Software:MS Outlook, MS Word, MS Excel**

**ORGANISATIONAL EXPERIENCE**

**Municipal Corporation of Delhi**

* As a Diary & Dispatcher.
* Providing Training to new joiners.
* Helping Team on their queries.
* Assisting Team head in allocation of work.
* Work duration:- (2008 July to 2014 Dec.)

**Center Road Research Institute .**

* Designation : (SR. TEAM LEAD) Labor supervisor .
* Handling team of 30-35 members
* Work duration : March 2015 to Jan 2020.

**Aegis**

**Company Name : Aegis Associates Pvt. Ltd.**

**Designation : Payment Posting Department**

**Period : 16 June 2020 to 10 Nov 2021.**

**Company Profile:**

**Aegis Associates is a in house billing company involved in the business of Medical Billing, for US based Medical Service Providers. Managing a medical practice is becoming complex each day. Staying compliant and profitable in a dynamic regulatory environment has become a challenge. Aegis Associates Billing and Practice Management (Aegis Associates) is an innovative billing & practice management company.**

**My Responsibilities**: -

* Working on Complex & ECW Software.
* Reviews Explanation Of Benefits To Assure Proper Payment And Adjustment Has Been Received.
* Payment Posting Electronically and Manually.
* Posting Patient Responsibility (Deductible, Co-Ins Co-Pay)
* Preparing Daily Activity Report.

**ACADEMIC CREDENTIALS**

* Graduation (B. A.Pass) from University of Delhi in 2014.
* 12th Passed From CBSE Board in 2007.
* 10th Passed From CBSE Board in 2005.

**PERSONAL DOSSIER**

Father’s Name : Late Sh. Sampat lal

Date of Birth : 29th May 1988

Address :  House no.-25, Gali no.-54N, Molarband extn., Badarpur

New Delhi - 110062.

Marital Status : Single

Typing Speed : 40 Wpm

**Date**……………… **Place**…………………… **Signature**………………