# Resume- Mridul Srivastava

* **❏ Contact No: 6386196458**
* **❏ Email: mridulalld@gmail.com**
* **❏ Current Location: Noida-NCR**

# ❖ Professional Summary

* Medical billing Specialist with 3+ years of experience. A highly motivated and ambitious individual able to give timely and accurate advice, guidance, support and training to team members and individuals. Having a proven ability to lead by example, consistently hit targets, improves best practices and organizes time efficiently. Now looking forward to making a significant contribution with a company that offers a genuine opportunity for progression.

# ❖ Work Experience

**3rd Organization**- **Jorie Healthcare Pvt. LTD.(Chandigarh) October’ 2020 – February 2022, Senior Process Associate:**

* ❏ *Currently handling team and look over team members work.*
* ❏ *Worked on Client mails and follow ups.*
* ❏ *Post Insurance payments as well as worked on AR follow ups*
* ❏ *Accounts Receivable Specialist Created new policies and procedures around AR, cash flow and reconciliation processes, reducing average invoice processing time by 20%*
* ❏ *Created new customer accounts and carried out associated data entry into the central database, consistently beating targets for completion.*
* ❏ *Provided supporting documents for external audits in accordance with state and federal law.*
* ❏ *Prepared new starter training materials for the AR team. Responsible for onboarding new team members on AR principles, company policy, and duties.*
* **2nd Organization**- ***Knack Global Healthcare Pvt. LTD(Mohali) August’ 2018 - October 2020.***
* ***Total tenure with Knack Global- 2 Year 3 Months****,* ***Senior Process Associate***:
* ❏ *Work Profile- Worked as a Payment Poster, Add required information into the system, Quality check for monthly Log’s in PowerBi Software.*
* ❏ *Major Products-Medical Billing, Revenue cycle management, Nextgen and PowerBi, eCW and Docutap Software*
* ❏ *Geography- United States of America* ❏ *Responsibilities:*
* ❏ *Post payment from check batches received into the practice management system* ❏ *Understand EOB’s (explanation of benefits) and adjustments.*
* ❏ *Post all payments from patients and various insurance companies within a set turnaround time. ∙ Completes tasks accurately, maintaining quality standards.*
* ❏ *∙ Meet monthly closing deadlines as set by the company.*
* ❏ *∙ Balance all posted batches by generating a batch summary report and reviewing for variances*
* **1st Organization** – *Markup Business Solution Sept 2017*-june
* 2018 Business Development Executive
* *Total tenure with Markup Business Solution- 10 months*

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| * ❏*Successfully impower traditional retail sector. Increased the total revenue, profits* | |
| * ❏*productivity by developing new markets segments and strategies* |  |

# **Key Skills and Competencies**

* ❏ • Can use Computer Peripherals Efficiently.
* ❏ • Proven ability to manage through others.
* ❏• Strong decision making and problem-solving skills.
* ❏• Ability to motivate and lead others in a big span environment.
* ❏• Excellent communication skills, both written and verbal.
* ❏• Ability to build rapport and trust quickly with work colleagues.
* ❏• Ability to priorities tasks and workloads in order of importance.
* ❏Track record of delivering results with deadlines.

# **Academic Qualifications**

* ❏• B. tech **(pursuing)**
* ❏• Passed Class 12th from UP Board in 2011.
* ❏• Passed Class 10th from UP Board in 2009

# **Technical Knowledge and Skills**

* • MS Office (Ms Excel, Ms Word, Ms PowerPoint) ❖ • Typing Speed upto 40 wpm.
* • Fixed line & Mobile telephony, Broadband and IP TV troubleshooting and support.
* • Fault escalations and ticketing on remedy.
* • Working on Platforms like Windows 10, Windows 8, 7, Windows XP.
* • RCM, Nextgen and PowerBi.

# **Personal Information**

* ❏ Name: Mridul Srivastava
* ❏ Gender Male
* ❏ DOB 17-june-1995
* ❏ Current Location Delhi(NCR)
* ❏ Marital Status Unmarried
* ❏ Languages Known English, Hindi
* ❏ Nationality Indian