CURRICULUM VITAE

PANKAJ DHYANI

91-D LIG FLATS, Pocket A-1, MAYUR VIHAR 3,

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**CAREER OBJECTIVE**

To work in a challenging environment that will provide opportunities for learning and growth.

Willing to work as a key player in challenging and creative environment.

**EDUCATIONALQUALIFICATION**

Bachelor Of Commerce from SUBHARTI University in 2019

Passed 12th from C.B.S.E Board 2006

Passed 10th from C.B.S.E Board 2004

**COMPUTER PROFICIENCY**

Possess working knowledge, can work on MS-word, Power Point, MS-excel.

Well experienced in using Internet.

**WORK EXPERIENCE**

* Worked with One Resolve Technologies as Technical Sales Executive from 23rd May 2013 to 18th November2014
* Worked with Porteck India Info services Pvt Ltd. As a AR Executive from 6th May 2016 to

8th January 2018.(20 Months)

* Worked with EMDS Pvt.Ltd as a AR Executive From 6th Feb 2018 to 21st Nov 2018(9Months).
* Worked with Access Healthcare From Aug 14th 2019 to March 13th 2020(7Months)

**STRENGTHS**

Positive attitude

Quick learner

Smart Worker and Loyal

Hard worker

**Duties and Responsibility**

Responsible for calling Insurance companies (in US) on behalf of doctors/physicians and follow up on outstanding Accounts Receivable.

Review provider claims that have not been paid by insurance companies.

Handling patients billing queries and updating their account information.

Responding to customer requests by phone and/or in writing to ensure customer satisfaction and to assure that service standards are met

Developing and maintaining a solid working knowledge of the healthcare insurance industry and of all products, services and processes performed by the team

Meeting daily/weekly and monthly targets set for an individual.

**HOBBIES&INTEREST**

Keen to know about new Technologies and Gadgets.

Roaming and Travelling in Adventures Places.

**PERSONAL DETAILS**

Date of Birth – 30th October, 1988

Father’s name – Mr.RadheyShyam Dhyani

Address – 91-D LIG FLATS, Pocket A-1, MAYUR VIHAR 3,

East Delhi-110096

Language known – Hindi & English

Marital Status – Unmarried

Nationality – Indian

**DECLARATION**

I hereby declare that the above information is true and correct to the best of my knowledge.

PANKAJ DHYANI