**Deepak Gupta**

RC-94 Prashant Garden Khora Colony  
Ghaziabad UP 201309  
7011816418/9958262463

deepak.was.gupta@gmail.com

**Work Experience:**

**iEnergizer**

**Subject Matter Expert**

**September 2020 to December 2021**

Worked as Subject Matter Expert for Account Receivable profile with Ienergizer for ‘One Call’ process.

**Rolls and Responsibilities:**

* Ensure complete review of claims and forward to correct insurance companies.  
  Handle all claims on denials, rejections, and no response work queue and follow up. Review and document accordingly.
* To call/follow up with insurance companies for clarification for denial or any additional information.
* Make adjustments to patient and insurance accounts.
* Perform timely and accurate submission of claims.
* Posted of Medicaid, Managed care, hospice applied income and private pay payments.
* Perform account audits, adjustments, credit re-allocations and write off.
* Reviewed the commercial and federal insurance denials and prep for review requests to the insurance company.
* Maintain strict patient confidentially according to HIPPA regulation.
* Performing following up activity on outstanding physician claims under the direction of my account receivable supervisor.

**Ienergizer**

**Subject Matter Expert**

**March 2015 – September 2020**

Worked as Subject Matter Expert for The Computershare LLC (formally known as New York Mellon Shareowner Services).

**Role & Responsibilities:**• Quality Check of the financial transactions processed by Data Reviewers and verifiers; Financial transactions include Sale, purchase & Transfer of shares etc.  
• Closely monitor financial transactions to avoid potential Loss on Transactions (LOTs)  
• Prepare quality report of the team.  
• Take sessions on knowledge gaps and provide training to the team members  
• Take one on one session of team members once in a month.  
• Train Team members and provide floor support.   
• Prepare monthly report of team & Share with the Superiors.  
• Collecting Share Holders information of different overseas companies.  
• Processing the data as per Client requirements.  
Maintaining 100% Quality & Achieving target.   
• Verification of Cases done by DR Agents  
• Verify various legal documents like court papers, marriage certificates, divorce decree, driving license while processing transactions.  
• Verify Medallion Signature Guarantee (MSG), Bond of Indemnity (BOI), Power of Attorney (POA) Date of Birth (DOB) documents etc.

**Education Qualification:-**

High School passed from U.P. Board in 2005

Intermediate passed from U.P. Board in 2007

Graduate (B.A.) from C.S.J.M. University, Kanpur in 2011

**Personnel Détails :-**

Name Deepak Kumar Gupta

Date of Birth 7th July 1989

Father’s Name Mr.Umashankar Gupta

Mother’s Name Mrs.Urmila Gupta

Nationality Indian

Gender Male

Marital Status Married

Language Known Hindi & English

Hobbies Playing Cricket and Listening Song.

Permanent Address RC-94, Prashant Garden Khora Colony

Ghaziabad UP 201309

**Declaration:-**

This is certified that the above information is correct to the best of my knowledge & belief

Date:

Place: (Deepak Kumar Gupta)