**Resume**

AMARJEET SHARMA **Current Address:**

D-1/348, Street No 5

Mahavir Enclave

New Delhi – 110045

Contact No : +91-8787503546

Email ID : [sharmaamarjeet20@gmail.com](mailto:sharmaamarjeet20@gmail.com)

Date of Birth : 15-03-1998

Sex : Male

Language Known : English, Hindi

**CAREER OBJECTIVE:**

To be a part of an organization where I can devote myself and consistently give out best of my talent and skills to become a strong asset for the organization

**EDUCATIONAL QUALIFICATION:**

* Graduation: B.Com from, Public College of Commerce, Dimapur, Nagaland in the year 2019 under Nagaland University (NU).
* HSSLC: Pass out from Public College of Commerce in the year 2015 under Nagaland Board of School Education (NBSE)
* HSLC: Pass out from Dimapur Mission Hr. Sec. School in the year 2013 under Nagaland Board of School Education (NBSE).

**EXPERIENCE:**

* Worked in R1 RCM as AR (Account Receivable) Analyst for 2 years.

Responsibilities:

* Contacting Medical Insurance provider to request payments for the medical bills issued
* Contacting Insurance provider if the payment has been denied by them and investigating the reasons for cancellation
* Contacting the insured if any details on the bill are missing / omitted or incorrect
* Giving process training to new joiners

**SKILLS:**

* Customer Service
* Leadership
* Adaptability
* Analytical
* Patience

**Areas Of Interest:**

* Customer oriented
* Finance

**PERSONAL DETAILS:**

Father’s name : Sh. Yugendar Sharma

Marital Status : Married

Permanent Address : Dimapur, Nagaland – 797112

Hobbies ; Playing Cricket, Cooking

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

Date:

Place: New Delhi

Signature: Amarjeet Sharma