**AJIT .V. RAGHATWAN**

**Anthony D’melloChawl, Email :raghatwanajit@gmail.com**

**1/1 Ganeshwadi, Kanjurmarg, Mobile : +919664090166**

**Bhandup (East), MUMBAI : 400047**.

**OBJECTIVE**

I would like to seek a position where I can gain the experience I require to do well and work in a competitive environment that will let me utilize my knowledge about the subject. I also aim to gain as much knowledge about the subject by working in a challenging environment which offers excellent learning opportunities where I can fully contribute and well rewarded and to benefit your prestigious organization in achieving its goal and further my career prospects.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COURSE | INSTITUTION | BOARD | PERCENTAGE | YEAR OF PASSING |
|  |  |  |  |  |
| Bachelor of Science (B.Sc) Honours | K.J Somaiya College Of Science and Commerce. | Mumbai University | GRADE E | 2014. |
| Higher Secondary Certificate (H.S.C) | K.J Somaiya College Of Science and Commerce. | Maharashtra Board. | 47% | 2008. |
| Secondary School Certificate (S.S.C) | ST.Francis Xavier High School. | Maharashtra Board. | 58% | 2006. |

**WORK EXPERIENCE**

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* Overall 8 year’s experience in U.S Healthcare Industry
* Worked for GEBBS HEALTHCARE SOLUTION as a SR. AR Associate/Line Trainer for the past 26 months.
* Worked for IKS Healthcare as a Quality Expert for the past 33 months.
* Currently working with GEBBS HEALTHCARE SOLUTION as Team Lead from past 3 year.

**ROLES & RESPONSIBILITIES**

* Currently taking care for AR, Claim Processing, Appeal and Correspondance Team.
* Having good experience in handling Client Call.
* Auditing voice / non-voice process.
* To take initiatives in quality assurance, training to new recruit giving out details about the existing client and the software’s.
* Identifies process improvements and articulates solutions to enhance productivity.
* Take appropriate action on claims to guarantee resolution & Collections
* Ensure accurate and timely follow-up where required
* Review denials with Billing Account to determine necessary steps for claim payment
* To ensure reduction of the outstanding balances across payers in a noted time frame.
* Conducted training sessions for new joinees.
* Also conducted training for Software Training (SYMMETRICS)

**CURRENT EMPLOYER**

* Employer : GEBBS HEALTHCARE SOLUTION
* Designation : Team Lead

**PERSONAL DETAILS**

FATHER’S NAME : Vishnu IshwarRaghatwan.

MOTHER'S NAME : Anusaya Vishnu Raghatwan.

DATE OF BIRTH : 16th Feb1991.

GENDER : Male.

NATIONALITY : INDIAN.

MARITAL STATUS : Single.

MOTHER TONGUE : Marathi.

LANGUAGES (SPEAK) : English, Marathi, Hindi.

LANGUAGES (READ &WRITE) : English, Hindi, Marathi.

HOBBIES : Listening Music, Reading Books &

Playing Football.

**COMPUTER SKILLS**

* MS-CIT and Basics of C-Programming.
* I also have Excellency knowledge on MS-Word, MS-Excel, MS-Access, MS-Power Point, Email and Internet Browsing.

**STRENGTHS**

* Ability to work hard.
* Excellent interpersonal communication skills.
* Quality and prompt decision making ability.
* Positive work attitude and self motivated to work independently as well as with the team.
* Good in identifying the global issue and work towards resolutions
* Quick learner, Team player and an effective communicator
* Highly organized, with superior problem-solving and Excellent analytical skills & logical skills with understanding of health care claims processing
* Good in resolving several special projects and client Escalations

**INTEREST**

* Traveling to natural places.
* Sports (Cricket).
* Musical & Cultural Programs.

**TECHNICAL QUALIFICATION**

* Basic knowledge in all fields.

**DECLARATION**

I hereby declare that all the details in the application are true, complete and correct to the best of my knowledge and belief.

Date :

Place : Mumbai

Authentically,

**[Ajit .V. Raghatwan]**