## A.RAJA SHEKAR

## H.No: 4-3-54/80,

Old Bhoiguda Ranigunj, **Mobile: +91 9000004130**

Secunderabad - 500003**. E- mail: rajshekar7344@gmail.com**

**CAREER OBJECTIVE:**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organization goals.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Examination** | **school/college** | **University**  **(or) Board** | **Percentage of Marks** | **Year of passing** |
| MBA ( Finance) | Wesely College | O.U | 75 | 2019 |
| B.COM(Computers) | PG College | o.u | 81.00 | 2017 |
| Intermediate | Sri Chaitanya Junior College | B.I.E | 82.1 | 2014 |
| S.S.C | Gandhian high School | s.s.c | 7.5 | 2012 |

**SKILLS**

* Thorough knowledge of Accounting
* Strong analytical, problem solving, organizational ability
* Written and communication skills,
* Ability to deal with people diplomatically,
* Willingness to learn

**TECHNICAL SKILLS**

* MS Office 2007, 2010

**Work Experience:**

1. JSD Medical Business Management Services PVT LTD,   
   MAY 2016 to Feb 2018 as AR Associate.
2. WFM TECHNOLOGIES PVT LTD

From Jan 2020 to present as SR Associate.

**Job Responsibilities**:

* Resolved billing issues identified by insurance carriers and patients.
* Kept accurate records of all activity and conversations for each file.
* Researched and resolved denials and EOB rejections within standard billing cycle timeframe.
* Reviewed billing edits and provided insurance company with correct information.
* Responsible for all providers and/or practices that required special accounts receivable clean-up.
* Responsible for all follow up on insurance claims to Medicare, Medicaid and commercial insurance.
* Answered all patient telephone inquiries regarding their bills and insurance questions
* Corrected and resubmitted claims denied by insurance company.
* Coding of inpatient and outpatient procedures from operative reports by using ICD 10 and CPT codes and applying modifiers when needed.
* Processed and audited workers compensation claims according to the various medical fee guidelines.

**EXTRA CURRICULAR ACTIVITIES:**

* Sports :Playing Caroms and Cricket
* Hobbies: Listening to music

**PERSONAL PROFILE:**

Father’s Name : A. Ballaiah

Date of Birth : 11-07-1994

Gender : Male

Nationality : Indian

Marital Status : Married

Languages : English, Telugu, Hindi

**Declaration:**

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

**Date : (Signature)**

**Place : Secunderabad A.Raja Shekar.**