**CURRICULUM VITAE**

**Avneet Singh**

124/A597, 11-Block, **E-mail :-**avneetsingh059@gmail.com

Govind Nagar, Kanpur-208006 **Mobile No. :-**7905462437

**CAREEROBJECTIVE :-**

To be an efficient learner and to work with the organization with the best of my ability and to provide a direction to my skills and knowledge for the advancement of the company.

**EDUCATIONALQUALIFICATIONS :-**

* Completed High School from the CBSE Board in 2014.
* Completed High Secondary from the CBSE Board in 2016.
* Completed Graduation from the CSJM Universityin 2019.

**Skills Highlights**

* Knowledge of MS Office, MS Excel & MS world
* Adaptability
* Quick leaner & Good listener
* Handing multiple task at the same time
* Working knowledge of medical , account receivable , Collections , rejects , denial appeals and research billing guidelines and policies.

**Domain Experience**

2nd **Organization**:- FHRM LLP

**Duration** :- Sep 2020 to current

**Designation:-**Account Receivable

**JobResponsibilities:-**

* Ensure all the business requirements met within time.
* Invoice issue handling.
* Ensure complete review of claims & Forward to correct insurance companies.
* Contact insurance carriers or other responsibilities parties to confirm payment dates & details.
* Handle all claim’s on denial, rejection and follow up , review and document accordingly.
* Contact patient for the updated insurance information when necessary.
* Make adjustments to patient and insurance account.
* Perform timely and accurate submission of claims.

**1stOrganizationn:-** Frankfinn Institute Of Airhostess Training

**Duration :-** jan 2020 to July 2020

**Designation : -** Tele counsellor

**Job Responsibilities:-**

* Make appointment for seminar
* Provide guidance for future
* Achieving daily targets
* Make outbound calls to recruit prospective students from the point of inquiry to matriculation.
* Follow up with any situation that may require additional information or help from either the student supervisor or the tele counselling Coordinate.

**Personal Details**

**Date of birth - :**- 22.Jun.1998

**Father’s name -** :-Mr.Amarjeet Singh

**Mother’s name -** :- Mrs – Ravinder Kaur

**Permanent Address -** :- 124/A597, 11-Block, Govind Nagar Kanpur

**Marital Status -** :-Single

**Nationality –**:- Indian

**Language Known –** :- English, Hindi, Punjabi

**Hobbies –** :- listening song’s & Online Game

**Declaration**

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

Place: - Kanpur

Date:- **AVNEET SINGH**