**Kapil Malhotra**

**Personal Details**

**Phone:** +91-9953902115

**D.O.B:** October 30, 1988

**Address- WZ-434,Rani Bagh, Street No.10,Near by SBI Main Market, New Delhi-110034**

**malhotrakapil7@gmail.com**

About Me

Dynamic and proactive professional having proven track record to learn, grow and contribute in the overall progress of the organization by implementing my acquired knowledge & skills. Having total of over 5.6 years of experience working in international and domestic firms, more than 4.2 years of experience is US health care in AR profile In US Health care domain.

Core Competencies

Positive attitude, strong commitment towards task undertaken, good communication skills, self-confidence & consistency, right attitude.

Academic Qualification

|  |  |
| --- | --- |
| Qualification | Institution Name/Board |
| Bachelor of Commerce (B.COM- Pass) | Delhi University, School of Open Learning |

TYPING SPEED

English-**35 WPM (90% Accuracy)**

COMPUTER PROFICIENCY

* (MS-Office 2003, 2007,2010,2016), MS-Excel, MS-Word, MS-Power Point

Work Experience

**Fair value Information Technology Pvt. Ltd.**

* **Senior Executive (AR)-Medical Billing, 1st July 2021 to 06 June2022**

Job Profile

* Working on different Ageing buckets by identifying the correct denial reason and reducing the AR.
* Work on Contractual adjustments & write off projects.
* Working on Cash collection/Resolution Rate.

**Keizer HealthCare Pvt. Ltd**

* **AR Analyst 2, 18 December 2019 to 30 June 2021**

Job Profile

* Performing outbound calls to insurance companies (in the US) to collect outstanding Accounts Receivables.
* Working on different Ageing buckets by identifying the correct denial reason and reducing the AR.
* Work on Contractual adjustments & write off projects.

**Batra International**

* **Sr. Back-office Assistant, July 2018 to Dec 2019**

**N-thrive**

* **Sr. Receivables Analyst, Dec 2017 to July 2018**

Job Profile

* Performing outbound calls to insurance companies (in the US) to collect outstanding Accounts Receivables.
* Working on denials, Rejection, Request for additional information.
* Working on different Ageing buckets by identifying the correct denial reason and reducing the AR.

**R1RCM**

* **Sr. Analyst, October 2016 to December 2017**
* Performing outbound calls to insurance companies (in the US) to collect outstanding Accounts Receivables.
* Working on different Ageing buckets by identifying the correct denial reason and reducing the AR.
* Convincing the claims company (payers) for the payment of their outstanding claims.

PERSONAL DETAIL:

Father’s Name : Late Shri Rakesh Malhotra

Date of Birth : 30-Oct-1988

Martial Status : Married

Total No. of Experience : 5.6 Years

Last CTC : Rs 4,93,200/-

Notice Period : Immediate Joiner

**DECLARATION:**

I hereby declare that all the information furnished above are true and correct to the best

of my knowledge & belief.

Date: \_\_\_\_\_\_\_\_\_\_ ……..……………………………

Place: New Delhi (**KAPIL MALHOTRA)**