**PRIYANKA SINGH**

Singh.priyanka0818@gmail.com

+91-8750343604, +91-9013586278,

**OBJECTIVES**

I would like to work in an organization that will give me a platform to utilize my professional skills and enrich my knowledge in the process to help in corporate growth with my initiative and managerial skills and to excel in the dynamic corporate environment without overlooking basic values of life.

**EDUCATION**

**St.Francis De Sales School**

Janakpuri, New Delhi

CBSE Board

10th, 90.30%

2012

**Sarvodaya Kanya Vidyalaya**

Janakpuri, New Delhi

CBSE Board

12th, 88%

2014

**School of open learning,**

Delhi university.

b.com (pass)

first division

2017

**Envision institute of innovative learning**

Under SAS-HRD regd. With Govt. of India

2017-18

**EXPERIENCE**

* **NTT DATA Information Processing Services Private Limited**

**14th July 2021 till date**

**Role**:- Accounts Receivable for collection associate Job responsibilities

**Job responsibilities**

* Handles day-to-day billings, maintains and grows payor relationships, and ensures optimal billing processes. Depending on the volume of billings, this may also involve specialists in Medicare and Medicaid Follow-up as well as Commercial Payor Follow-up.
* Identifies root causes of insurance denials, sends appeals to payors, and strives to minimize lost revenue.
* Handling the team work, taking sessions for new team mates, auditing their accounts and giving feedbacks.
* **Freelancer**

1st July 2020 to 30th June 2021

**Role:-**Academic Writer (MCQ, Test, etc.)

* Quiz Writing (Educational on any topic); Picture Quizzes (In Sciences/History/ Geography/Computers) and Test Assessment Item Creation.
* Any type of assessments writing on any subjects till 10th standard.(till 12th for the commerce field)
* **Altruist Technologies Private Limited**

(From 1st Feb 2020 to 30th June 2020)

**Role:-**Customer Relationship Officer

**Job responsibilities**

* Provide exceptional customer support by communicating and assisting customers. Ensure that high quality standards are maintained for all customer interactions and issue resolutions.
* Resolve tickets over the telephone, via email-analyze customer reported information to identify problems and concerns.
* **Hinduja Global Solutions**

(From 7thJan 2019 to 31st Jan 2020)

**Role:-**Customer Relationship Officer

**Job responsibilities**

* Provide exceptional customer support by communicating and assisting customers. Ensure that high quality standards are maintained for all customer interactions and issue resolutions.
* Resolve tickets over the telephone, via email-analyze customer reported information to identify problems and concerns.

**OTHER QUALIFICATION:**

* Internet
* MS-WORD
* MS-EXCEL
* Advance EXCEL
* MS-POWERPOINT

**HOBBIES**

Listening to music, watching movies, dancing, playing volley ball

**PERSONAL PROFILE**

**NAME:** PRIYANKA SINGH

**FATHER’S NAME:** Mr. DALIP KUMAR

**MOTHER’S NAME:** Mrs. ANITA

**D.O.B.:** 18-08-1996

**GENDER:** FEMALE

**MARITAL STATUS:** UNMARRIED

**NATIONALITY:** INDIAN

**LANGUAGES KNOWN:** HINDI, ENGLISH

**PERMANENT ADDRESS:** VILLA NO.05, SINDHUJA VALLEY, VAIPURA, NEAR SEC-10,

GREATER NOIDA WEST, GAUTAM BUDDH NAGAR, U.P.

-203207.

**DECLARATION**

I  **PRIYANKA SINGH** hereby declare that the above mentioned informations are correct.

**DATE: PRIYANKA SINGH**