**SANDHYA SINGH**

Mob No. : +91-9977669954

Email id: **sandhya1188singh@gmail.com**

**CAREER OBJECTIVE**

Seeking an opportunity for professional challenges in a company that offers me a stable and positive atmosphere and inspires me to enhance my skills.

**EXPERIENCE**

* **1 years 10 months** of experience in **Omega Health Care as Senior AR Caller**.
* Having **1 years 8 months** of experience in **Cognizant technology Solutions as Analyst.**
* Experience in Revenue Cycle Management of US Healthcare**.**
* Responsible for calling insurance in US on behalf of provider/physician as AR.
* Deeply worked on Inbound calls of Workers Compensation.
* Extensively worked on resolving denial claims.
* Having deep understanding on the claim for collection of payment**.**
* Quick learner and adaptive to upcoming challenges.

**Work History**

**AR Associate** – 11/2018 to 07/2020

**Cognizant Technology Solutions:-**

Responsibilities:

Preparation of reports for review on daily and monthly basis.

Proficient in findings the trends & managing the team review Reports for betterment of process.

Extensively worked on Denial of Claims.

------------------------------------------------------------------------------------------------------------------------------------------------

**Senior AR Associate** – 10/2020 till present

# Omega Health Care Solutions:-

Responsibilities:

Proficient in findings the trends & managing the team review Reports for betterment of process.

Assisted and guided new joiners to improve production.

Keep track of every hour production.

Preparation of reports for review on daily and monthly basis.

Provide guidance to the team based on management direction.

**Professional Summary**

* A quick learner and strong decision making skills.
* Capacity to work in team and take up the responsibility.
* Excellent communication & interpersonal skills.
* Able to deliver high quality work.

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/ Qualification** | **Board/ University** | **Percentage** | **Year of Passing** |
| M.Sc (Biochemistry) | **A.P.S University, Rewa** | 71% | 2010 |
| B.Sc (Biochemistry) | R.G.P.V, Jabalpur | 56.5% | 2008 |

**CORE COMPETENCIES**

|  |  |
| --- | --- |
| **Technical Skills** | * Having good knowledge of MS word, Excel, Power point & SQL. |
|  |  |

**OTHER DETAILS**

**Date of Birth**: 11th July, 1988

**Sex**: Female

**Father’s name**: Pushp raj Singh

**Languages known**: English and Hindi

**Marital Status**: Unmarried

**Hobbies**: Listening to music and singing

**Address: B-27,** C.W.S colony Jayant, Distt- Singrauli(M.P)

**DECLERATION**

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

**Place: Singrauli Sandhya Singh**