**CURRICULUM VITAE**

##### **Mohd Kaif**

**House No.1535 bhanda patti hapur**

**Mobile:8077230480**

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| **Objective** |
| To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective. | |

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| **Work Experience** |
| Position : SME ( subject matter expert )  Company : Tech Mahindra ltd  Duration : Nov 2016 to Dec 2019  Project : Bell Canada  Duties & Responsiblities :  -Working for a broad band process to provide telephonic connections for canadian users .  -Assigning the broadband lines and Activation of connections.  -Handling the team of 20 people. | |
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| **Work Experience** |

Position : Account Recievable.

Company : Pacific bpo pvt ltd.

Duration : Dec 2019 to Feb 2022

Project : Medical Billing.

Duties & Responsiblities

- Working on Medical claims for US Providers.

- Calling Insurance Companies For Claim Followup, identify issue with claim based on information provided by insurance Companies .

-Experience using software tools for claim Management .

**Work Experience :**

Position : Sr. Account Recievable.

Company : Emds ( CGM ARIA health services).

Duration : May 2022 to present.

Project : Medical billing.

Duties & Responsiblities

- Working on Medical claims for US Providers.

- Calling Insurance Companies For Claim Followup, identify issue with claim based on information provided by insurance Companies .

- Giving floor support as team coach.

-working on client queries regarding Claims.

- worked on EDI & Correspondence projects.

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| **Professional Qualification** |

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| BCA | Integrated academy of management and tech. | C.C.S university (Meerut) |
| 12TH | Dewan Inter College | U.P Board |
| 10TH | Hind Inter College | U.P Board |

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| **Computer proficiency** |
| * Working knowledge of MS Office applications (Excel, Word & Power Point) and Internet Applications. * Knowledge of Internet . | |

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| **Skills and Attributes** |
| * Self motivated and high level of energy * Positive attitude and hard working * Adaptability and flexible to different situation | |

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| **Personal Details** |
| Date of Birth: Feb 4th, 1998  Father’s Name: Mr. Saleemuddin Abbasi  Mother’s Name Mrs. Sabiha Parveen  Marital Status Unmarried  Languages Known English & Hindi  Nationality Indian | |

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| **Hobbies** |

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| * Cricket * Listening music on free time * Surfing net * Travelling |

**DECLARATION:**I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date: (Mohd Kaif) Place: Hapur