**CURRICULAM VITAE**

**Saikiran Thirunagari**

**Contact: 8686949756 Email: tsaikiran1919@gmail.com**

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| **CAREER OBJECTIVE** |

Associating with an esteemed organization provides me with an exciting career option where I can utilize and enhance my knowledge and skills for the advancement of the organization and self.

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| **EDUCATIONAL DETAILS:** |

* B. Tech from Aurora`s Scientific Technological & Research Academy.

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| **TECHNICAL SCKILLS** |

* Languages: C.
* MS Office.

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| **STRENGTHS** |

* Positive thinking
* Team motivator

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| **KEY SKILLS** |

* Leadership Qualities
* Organizing skills

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| **EXPERIENCE** |

* Joined as a Trainee in the month of May 2018 with Zero knowledge on AR.
* Infinx introduced me to the corporate world.
* In Training learned basics about RCM and how Health Care works.
* Completed on job training by learning RCM practically, Promoted to Process Associate within 6 months.
* Started learning new things about AR which was not part of the Training.
* Continuously acquiring knowledge on Medical Billing and how it operates.
* Finding global trends and escalating to client through supervisors for better resolution.
* Took initiative to work on Special Projects which were supposed to be submitted to the client within short TAT.
* Never refused to extend the shift or come on holidays to deliver the client expectations and ended up with positive feedback.
* Provided assistance to new join on software navigation and AR concepts.
* Took up the initiative in assisting the team to the best of my knowledge and briefing them about the process updates.
* Promoted to Sr. Process Associate within 18 months of work tenure.
* Took training sessions to new join in explaining AR concepts and calling Insurances.
* Proved as a good performer and I was picked for the new project.
* Acquired knowledge of MS Office and preparing productivity reports daily.
* Preparing Project summary reports, Presentations, and identifying issues on weekly basis to project it to client.
* Learned team management skills from my supervisors.
* Work allocation to the team based on individual agent skills and experience, taking initiative in handling the team on the absence of my supervisors.
* Giving feedback and guidance to individuals on their daily performance.
* Having complete knowledge of the different practices in the Project.
* Promoted to SME within 37 months of work tenure.
* Never compromised on production and quality, equally managed the other responsibilities.
* Working on quality reports and doing internal audits which improves the team Quality.
* Taking up the tasks assigned by Client and delivering the expected output within time.
* Gave my best to the project to the best of my knowledge and learned new things.

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| **ACHIEVEMENTS** |

* Awarded as a Star performer.
* Awarded as Infinx Galaxy in Inspire 2019.

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| **PERSONAL DETAILS** |

Name : T. Sai Kiran

Father’s Name : T. Ravinder,

Date of Birth : 09/10/1993,

Gender : Male,

Marital Status : Un-Married,

Permanent Address : H. No: 20-150/2, opposite lane St. Savio school,

R.B Nagar, Shamshabad, R.R Dist. – 501218.

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| **DECLARATION** |

I hereby declare that the above-mentioned information is correct upto myknowledge and I bear the responsibility for any corrections on the above-mentioned particulars

**Saikiran Thirunagari**