Curriculum Vitae

**Tarun Gautam**

**Current Address**:

CB-1, Flat No. 505, Super Tech, Captown,

Sector-74, Noida-201306

**E-mail ID: tarungutam30**[**@gmail.com**](mailto:mbnalamkhan@gmail.com)

**Mobile no. 8218307012**

**CAREER OBJECTIVE.**

To serve the organization with best of my capabilities and leverage my knowledge and potential

directed at a long term interest in all the endeavors and task entrusted to me.

**PROFESSIONAL AND ACADEMIC QUALIFICATIONS**

* Bachelor from Dr. B.R.A. University, Agra in 2017.
* SSSC from U.P. Board in 2014.
* SSC from U.P. Board in 2012.

**PROFESSIONAL EXPERIENCE**

* Previously worked in Genpact as a Senior Process Associate in Medical billing team **(AR Follow-up and Denials)** for a global client. (Duration - Nov. 2020 to Sept. 2022)

Responsibility-

* + Ensure complete review claims & forward to correct insurance company
  + Perform timely & accurate submission of claim.
  + Follow up all denied claims on Denials rejection & no response claims.
  + Calls to insurance representative and requesting status of claims for the outstanding balances on patient accounts and taking appropriate actions.

# ACHIEVEMENTS

* Awarded by multiple times **Bronze and other award**.
* Clear GENPACT **Boot Camp insurance** exam in one attempt.
* Lean tested and certified

# KEY SKILLS AND ATTRIBUTES

* Strong Will Power
* Ability To Work For Long Hour
* Committed Team Player With Flexible Approach To Work

# INTERESTS

* Travelling
* Cooking

# LINGUISTIC PROFICIENCY

* **English**
* **Hindi**

# PERSONAL DETAILS

Name : Tarun Gautam

Father’s name : Mr. Babu Lal Gautam

D.O.B : 15/06/1995

Gender : Male

Marital Status : Married

Permanent Address : 3B Kothi, Railway Station Road, Aligarh-202001

# I declare that the information declared above is true to the best of knowledge.

**Date & Place: - Tarun Gautam**