RESUME

**Aditya Sharma**

House No. – 214 Block X Mangolpuri, Landmark- Sanjay Gandhi Hospital

New Delhi - 110083

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**OBJECTIVE**

To enter a long term relationship with an organization where I can utilize my skills & contribute to the organization through my knowledge.

# ACADEMIC QUALIFICATION

* 10th passed from I.C.S.E Board
* 12th passed from C.B.S.E Board
* B.Com passed from Agra University

# OTHER ACHIVEMENT

* Awarded for exceptional performance in operations & Training
* Awarded for successful completion and implementation of the project to reduce Reworks & Escalations

# WORKING EXPERIENCE

**Work Experience:**

Company name: Capgemini

Duration: from 16th August 2021 to 30th August 2022

Designation: Sr. Process Associate in US Healthcare Process (AR Follow Up)

**Roles and Responsibility**

* Ensure Complete Review Claims & Forward to Correct Insurance Company.
* Handle/Follow Up all Claims on Denials rejection & no response Claims.
* Follow Up denied Claims & re-opening them to received maximum reimbursement to insurance company.
* Call to the Insurance Representative for ask the Claim Status.

**Work Experience:**

Company name: Genpact

Duration: from 8th April 2019 to 27th February 2021

Designation: Process Developer in US Healthcare Process (AR Follow Up)

**Roles and Responsibility**

* Distribute work target to team member on daily basis according work.
* Monitoring work-tool and work-email box for no pending work till shift end.
* Mentorship to new joiner and provided process training.
* Leave management of team last three year with good manner.
* Continuing to improve the payment process with the help of audit activity.

# REWARDS AND RECOGNITIONS:

* Received quarterly award for consecutive top performance ratings.

# COMPUTER KNOWLEDGE

* Well versed with MS Excel, MS outlook, MS word & MS PowerPoint.
* Well versed with Data Base Management System.
* Internet surfing.

# STRENTH

* *Commitment towards work with determination, dedication, devotion and willingness to take any responsibility. Self-directed and motivated effort with leadership qualities. Optimistic attitude and knowledge capturing with the assistance of seniors*

# PERSONAL DETAIL

Father’s Name : Sh. J.L Sharma Date of Birth : 11th April-1991

Sex : Male

Nationality : Indian

Marital status : Married Language Known : Hindi, English

**Date:**

**Place**: (**ADITYA SHARMA)**