**M Lakshman**

**Contact Number**: +91 8639585659

**E-Mail**: [laxmansiri27@gmail.com](mailto:laxmansiri27@gmail.com)

**AN OVERVIEW**

* To be a part of an organization where get a chance to use my knowledge.
* Excellent communication & interpersonal skills with abilities in resolving complex
* Self-confident, Resilient with Positive attitude.
* Ability and willingness to perform well and produce out-standing results.

**SKILL SET**

* Good Proficiency with MS Office
* Good Analytical skills with Problem solving ability
* Effective communication
* Quick learner
* Adaptability to change
* Technical skills - Dos, Windows - MS-office.

**PROFESSIONAL SUMMARY**

Working with **Cognizant Technology Solution** since November 2018 – Present

* **Designation:** Senior Process Executive
* **Project**: DBO helpdesk

**Roles and Responsibilities**:

* + Responsible to assist the persons with disabilities in Cognizant via different modes.
  + I was also responsible to prepare reports for daily production, quality report and send it to the TL on weekly basis.
  + I was also responsible to audit the work and share quality audit scores with team
  + I used to resolve the queries related to HR, C&B, IT, Outreach, Academy and CWS.
* **Project:** Trizetto - AR Caller, provider credentialing and credit balance.

**Roles and Responsibilities:**

* **Provider credentialing** - Responsible to follow up with United states healthcare providers acquire the data and send credentialing applications to insurance carriers via paper, online and call.
* **Credit Balance** – Responsible to analyze the data, call US insurance carriers and patients to refund the excess amount they paid to Providers respectively.
* **AR caller** - Initiate telephone calls to insurance companies requesting status of claims for the outstanding balances on patient accounts and taking appropriate actions.

1year experiences in **Medconverge** Nov’2017 – Nov’2018

* **Project:** AR caller
* **Designation:** Process executive

**Roles and Responsibilities:** Initiate telephone calls to insurance companies requesting status of claims for the outstanding balances on patient accounts and taking appropriate actions. Also checking on patient eligibility with insurance carriers.

3 months experience in **Vertulonix** (July’2017 – Nov’2017)

* **Project:** Embedded systems and MATLAB
* **Designation:** Process trainee

**Roles and Responsibilities:**

* Teaching and helping B.tech final years students to complete their mini and major projects.
* Making them to understand Embedded systems and MATLAB coding.
* Preparing projects for them and explaining their properties along with the functioning. Ex: Mobile based industrial automation, MATLAB modules and coding etc.

**ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Name of the Institution** | **Year of Study** | **Percentage** |
| B.tech ( ECE ) | Ashoka Institute of Eng. and Tech, Nalgonda Dist. | 2013-2017 | 70 |
| Intermediate (MPC) | Vignan junior college, Bandlaguda, Hyderabad. | 2011-2013 | 76.7 |
| SSC | Loyola Model High school, Mylardevpally, Hyderabad | 2011 | 78.33 |

**PERSONAL TRAITS**

* Hard Work
* Confident and Determined
* Ability to cope up with different Situation

**PERSONAL DETAILS**

* Father’s Name: M Bheem Reddy
* Mother’s Name: M Radha
* Spouse Name: M Sneha
* Date of Birth: 14.07.1994
* Language Known: English, Telugu, and Hindi
* Gender: Male
* Locality: Hyderabad, Telangana.
* Nationality: Indian

**DECLARATION**

* I hereby declare that all the information provided is true and would like to be part of your company to give best of my abilities.

PLACE: Hyderabad Yours faithfully

DATE: M Lakshman