

NAVEEN ARUMUGAM. E

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CAREER OBJECTIVE

A resourceful individual with a proven track record in implementing successful marketing strategies, boosting organic traffic, and improving search rankings by converting my innovative ideas into fruitfully results and work in a challenging health environment.

ACADEMIC QUALIFICATION

Degree/ Course: B.Sc. (Computer Science)

Institution: Gobi arts & science college, Gobi.

Year of Passing: 2017

Marks: 60%

Degree/ Course: HSC

Institution: Sri Venkateshwara Vidyalaya Hr. Sec School, Gobi.

Year of Passing: 2014

Marks: 79%

Degree/ Course: SSLC

Institution: Sri Venkateshwara Vidyalaya Hr. Sec School, Gobi.

Year of Passing: 2012

Marks: 89%

WORK EXPERIENCE

Position\Title: Process Executive

Worked as “**Process Executive**” in **NTT Data services** Coimbatore from May 2019 to June 2021.

Tools - Client tool, VMware

Project overview:

Project involves a series of tasks that are performed post-closing of various types of documents to validate them

Responsibilities:

- ✓ Checking member’s eligibility.
- ✓ Handling and evaluated customer inquiries and complaints
- ✓ Claims process and Adjudication.
- ✓ Check member ID, Eligibility code price & Units.
- ✓ Verify billing provider address and handle claim types like HCFA & UB92

Position\Title: **Senior process Executive**

Worked as “**Senior process Executive**” in **Cognizant Information technology** Coimbatore from June 2021 to Feb 2023

Tools - Client tool, Citrix, Emulators, MYSQL

Project overview:

1. My project involves general process of dispute resolution for payment claims between parties involved in a contract. It typically involves the appointment of an independent adjudicator to make a determination on the validity of the payment claim.
2. This project involves a series of database related queries like add, insert, delete, update and additionally handled medically coded health care process

Responsibilities:

- ✓ Reviewing and analyzing claims to ensure that they meet the requirements for payment under the relevant policy.
- ✓ Investigating claims that may be fraudulent or otherwise require additional scrutiny
- ✓ Adhering to all relevant regulations and guidelines related to claims processing and payment.
- ✓ Handled MYSQL (stored procedures, triggers) for data visualization and retraction

REWARDS

- Oct 2022 | CTS
The Best Employee of the Year

ACHIEVEMENTS

SPORTS & COMPETITIONS

- Placed state level 2nd position in Pushups competition 2018
- Placed state level 4th position in Pushups competition 2019
- Gone several Intercollege met and got several positions in QUIZ

SKILLS & EXPERTISE

PERSONAL SKILLS

- Completed English typing course
- MS word
- Photoshop, Adobe after affects

HOBBIES

- Surfing YouTube.
- Caring pet animals.
- Travelling