

## RESUME

### **DHARA.ANAND**

Plot no.90,  
H.No-2-20-165/E  
Hema Nagar,  
Uppal,  
Hyderabad -39.

**Mobile:** 9014887180,8074927628

**E-mail:**ananddhara2@gmail.com.

### **Career Objective:**

To achieve out standing position and,as professional competence while fulfilling the goals of the organization to the best of my ability and to learn be open to latest trends.

### **Experience:**

- 1 Worked in HTMT Global solutions Pvt Ltd as a C.C.Efor 1year (11/11/2008 to 10/10/2009).
- 1 Worked in JUST DIAL.COM as IRO for 6 months (16/08/2011 to 29/03/2012).
- 2 Working in UHG (United Health Group) as a Insurance Claim Associate from 19 Nov 2012.
- 3 Re-Joined with UHG (United Health Group) as a Insurance claim Associate from 1 Jan 2017 .

### **Roles & responsibilities:**

- Posting payments to patient and insurance on daily basis.
- Review explanation of benefits very carefully to ensure each claim was processed properly
- Claims are frequently under paid by insurance companies and we are trained to evaluate payments for maximum reimbursement.
- Write offs, coinsurance and deductibles are calculated and allocated appropriately, and we bill patients immediately upon EOB posting.
- Once EOBs are posted, the claims are immediately turned over to the follow up team for pursuit.
- Working on all assigned accounts - big and small-balances and Resolving all accounts
- Inspecting for patient liability or other adjustment issues .Determine if Double Payments were made - if so, refunding as required

Generating RTI and IRR forms to the insurance companies for the overpayment.

**Educational Qualifications:**

- 1 B.com (comp) From Samatha Degree College at Narayanguda Hyderabad. (O.U).2007
- 1 Inter Mediate From Vignan Junior College at Hubsiguda Hyderabad.2004
- 1 S.S.C From Wesley Co Education High School at Nacharam.2002

**Strengths:**

- 1 Belief in team work
- 1 Dedicated Nature in work
- 1 Easily Adoptable to Environment.

**Technical Skills:**

- 1 Fundamentals and basics of computer.
- 1 MS-Office package.
- 2 MS Excel.
- 1 Accounting Packages (Tally)

**Personal Profile**

Name : D.ANAND.

Father's Name : D.AGAIHAHA

Date of Birth : 06-04-1987.

Gender : Male

Marital Status : Unmarried

Mother Tongue : Telugu.

Language Known : English, Hindi & Telugu

Nationality : Indian

Hobbies : Dancing, Listening to Music and Making friends..

## **Declaration**

I hereby solemnly declare that the above furnished information is true to the best of my knowledge.

Thanking you

Place: Hyderabad

Date:

**[D.ANAND].**