**Gourav Singh**

Building N.199, Room N. 2318, Sector 6, CGS Colony, Antop Hill, Mumbai : 400037.

Phone: 9987033979 Email Id: gsdude8@gmail.com

**CAREER OBJECTIVE**

To seek a key role in an esteemed organization that will utilize my customer service skills for the growth of the organization and a rewarding long term career.

**BRIEF OVERVIEW**

* Overall 1 year experience
* Experience in Eligibility and Background verification.
* Ability to master new roles, responsibilities and a quick learner.
* Proficient with MS Office (MSWord, Excel and MS Outlook)

**Professional Experience**

**INVENTURUS KNOWLEDGE SOLUTION**

*Revenue cycle Representative, Oct 2019 – Nov 2020.*

* Worked as a Revenue Cycle Representative in USDH Pilot Process.
* Verify eligibility and benefits information of patients through an online website and by contacting payor.
* Contacted to Insurances to obtain Authorization.
* Handling client inquiries & follow ups
* Mentoring new team members
* Provided ideas to streamline the process
* Best practice sharing

**Education**

**MUMBAI UNIVERSITY:**

Completed Bachelor's Degree (BFM), Vidyalankar School Of Information Technology, Mumbai. Passing Year-June 2019.

Completed 12th (HSC), GN Khalsa College, Mumbai. Passing Year- March 2016.

Completed 10th (SSC), AMK Premier High School, Mumbai. Passing Year- 2014.

**additional information**

* Marital Status – Single.
* Date of Birth – 11/07/1997
* Interest – Traveling, Interacting with people.
* Nationality – Indian

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