

CURRICULUM VITAE

PERSONAL DETAILS - Anketa Manoj Jena

Residential Address: Ghansoli gaon near union bank, Navi mumbai- 400701
Mobile: +91 9967103640
Email: jenamankita@gmail.com
Date of Birth: 03 May 1999
Nationality: Indian

CAREER OBJECTIVE

Objective looking for a challenging responsible and rewarding position in your organization, enabling me to use my potentials and qualification progressively and to pursue a career in an environment that promotes personal as well as professional growth.

EDUCATION HISTORY

HSC from Maharashtra Board (2017).

SSC from Maharashtra Board (2015)

WORK EXPERIENCE

August 2017 – Till Date	<u>INFINX SERVICES PVT. LTD</u> <u>Responsibilities:</u> <ul style="list-style-type: none">• Working as pre -auth analysis, (Part of RCM)• Obtaining Authorization for Pre-schedule patient.• Client Coordination understanding requirement and explain same to team.• Maintaining daily and monthly production and Quality.• communicates with US based insurance companies.
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OTHER SKILLS AND CERTIFICATES

Computer Skills:
MSCIT

Language Skills:

- English
- Marathi
- Hindi

PERSONAL COMPETENCIES

- Ability to work in a fast-paced environment to set deadlines
- Excellent oral and written correspondence with an exceptional attention to detail

- Highly organised with a creative flair for project work
- Enthusiastic self-starter who contributes well to the team

INTERESTS AND ACTIVITIES

- Music – Listening.
- Painting and Teaching Art and Craft.
- To take tuitions and classes of Nursery to 4th class students CBSE and State Board.
- Reading Books.

PERSONAL DETAILS

Full Name	Anketa Manoj Jena
Date of Birth	03 May 1999.
Nationality	Indian.
Marital Status	Unmarried.
Language known	English, Hindi & Marathi.

DATE: -

PLACE: - Mumbai.

Anketa Manoj Jena.