

SUCHITA PANDEY

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Education

Master Of Science: Environmental Science

Lucknow University - Lucknow, 03/2018

Dissertation:

- Organization:- CSIR National Botanical Research Institute(NBRI), Lucknow
- Project Topic:- Analysis of Physio-Chemical Trait of Soil in different locations from NBRI campus
- Duration : - 3 Months
- The Training was aimed to determine the different soils from different locations in NBRI.
- As a Trainee, I was responsible for doing all my experimental work under Dr. P.A Shirke sir, My Guide. There I examined PH, Soil Moisture Content, Water Holding Capacity, Soil Texture, I was also introduced to the method of calculating Stomatal Density of 2 plant species

Bachelor Of Science: Chemistry

Banaras Hindu University - Varanasi, 03/2016

- Member of National service scheme

Professional Summary

Creative Operations Specialist skillful in executing effective operating rhythms and management systems structures. Expertise in analyzing, articulating and solving various problems. Analytical and organized professional comfortable working independently or as part of team.

Skills

- Experience in Healthcare Revenue Cycle Management process.
- Strong written and verbal communication skills.
- Good computer skills including Microsoft Office suite.
- Ability to prioritize and manage work queue.
- Ability to work independently as well as in a team environment.
- Strong analytical and problem-solving skills.
- Good typing skills with a speed of min 30-35 words /min.
- Open to new challenges, eloquent, ability to learn and adapt.
- Proficient with Ms-office, Ms Word, Ms excel

Work History

SUBJECT MATTER EXPERT, 05/2020 - Current

Evelyn Learning Systems Pvt Ltd, Delhi, India

Roles and Responsibilities:

1. Primary content development work will be of well-explained solutions (in step-by-step manner) to unsolved end-chapter exercises in university textbooks.
2. Work will include reviewing of the content created by other SMEs and to guide them in order to prepare the content of highest quality.
3. Good knowledge of the Subject.
4. Candidate must be aware of Plagiarism.
5. Excellent knowledge of English language.
6. Ensuring strict adherence to the existing process and looking for ways of improving it.
7. Content must be 100% error free.
8. Meeting deadlines under all circumstances.

AR ANALYST, 01/2020 - 05/2020

R1RCM, Gurugram/Gurgaon, India

- Responsible for calling Insurance companies (in US) on behalf of doctors/physicians and follow up on outstanding Accounts Receivable.
- To prioritize the pending claims for calling from the aging basket.
- Should be able to convince the claims company (payers) for payment of their outstanding claims.
- To check the appropriateness of the insurance information given by the patient if it is inadequate or unclear.
- To make a physical call by following the international norms and applicable rules for confidentiality and HIPAA compliance.
- Escalate difficult collection situations to management in a timely manner.
- Review provider claims that have not been paid by insurance companies.
- Handling patients billing queries and updating their account information.
- Post cash and write off the contractual adjustments accordingly while working on the accounts.
- Meeting daily/weekly and monthly targets set for an individual.

Accomplishments

- Got selected in ISRO
- Organised gazetted event during my school days with a team of 5 members.
- Owned by Smt. Shila Dixit for securing more than 90 percentile in high school.
- Worked as an intern with JRF and SRF in NBRI Lucknow

Certifications

- Story writing
- Debate
- NSS
- NBRI