

RESUME



LIYAKHAT ALBICHGATTI

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Career Objective

Looking forward for a challenging profession in a reputed organization where hard Work, dedicate service and discipline would be highly regarded and rewarded all levels

Course	College	University/ Board	Year of Passing
MBA (Finance)	Global college of Business Management &IT Hubli,	Sikkim Manipal University Manipal, India	2012
B.Com	Nehru College Hubli	Karnataka University Dharwad, India	2010
PUC (Commerce)	Gopankoppa College Hubli	Karnataka Pre- University Education Board, Bangalore India	2007

PROJECTS UNDERTAKEN:

Title of the Project	Organisation	Duration
To studythe perception of the investors towards ULIP and Bank Deposits.	Bajaj Allianz Life Insurance Co. Ltd Dharwad	Two Months

Computer Skills

O/S : Wind XP, Vista Ultimate, Windows 7,8,10
Applications : M.S. Office, Advance Excel, Pivots, VBA, Dashboard, SQL, Tally Erp 9, Basic SAP Fico,
ERP, Good knowledge in EDI (Healthcare) Basic Oracle, Zuora billing, Agile Methodologies,
Cloud Computing (supply chain) Telcor, Noble, EMR/ Kareo, WebPT, Availity, NextGen Etc.

Work Experience 8+YRS

Dafson's Healthcare Solution Pvt. Ltd

Medical Billing – Sr. AR Analyst

Oct 18 – March 2021, Key areas handling:

- A.R. Follow-up with U.S insurance companies and patients. to drive delivery of services through web cases, emails and calls, Follow up action on accounts to facilitate faster receipt of money from insurances.
- Interact with US Insurance representatives & deal with the claims to solve the issue. Review Documentation and collect outstanding balance.
- Calling to US Health insurance companies to resolve unpaid, denied and paid claims.
- Working on various Denials, Sending Appeals , Authorization , Referral , Modifier Etc as per the business requirements.
- Identifying and billing of Primary, Secondary or Tertiary insurances.
- Reprocess the claim, if claim is wrongly denied by the insurance.
- Working on priority claims as per their TFL. (timely filing)
- Checking eligibility of member policy like effective date and term date with insurance.
- Worked on almost every type of denial, and almost every types of Insurances, such as Worker compensation, Commercial, Medicaid and Medicare as well.
- Obtaining pre-authorizations from Insurance companies if required for Procedures.
- Preparing, reviewing, and transmitting claims using billing software, including electronic and paper claim processing.
- Verifying Patient documents in web portals.
- Updating billing software with rate changes
- Charge entry, Payment posting with regards to US physicians/providers group
- Payment Tracking, Documenting Outstanding Payment, Mailing regular reports and Analysis,
- Payment Reconciliation, Payment Refunds and Provider Data Updates.
- Make adjustments to patient and insurance accounts.
- Perform timely and accurate submission of claims.
- Posted charges, payments and adjustments.
- Analyze patients' records and medical history.
- Understand insurance rules and regulations.
- Specialties: Chiropractic, Physical therapy, Occupational therapy, Worker's comp and Personal Injury Protection, DME claims.
- Conduct Training for new trainees joining the team
- Assisting development team and testing team.
- Attending weekly and monthly client calls with Ops Manager.
- Giving any new updates to team as per client request and conducting meeting on a daily basis.
- Development and maintenance of standard operating procedures (SOP) and other documentation to ensure uniformity across teams & processes.

SKILLS

- Solid MS Office skills with expertise in Excel to include pivot tables and v-lookups
- Preparing GST Return and filling Return and having good knowledge of GST, Sales Tax Return, All Sales tax office related works.
- Knowledge on HCFA 1500 and UB04
- Sound knowledge of EDI & its Methodologies
- knowledge in EDI -270/271 (Healthcare)
- Proficient in Medicare, Medicaid, Self-Pay AR, and Commercial Insurance Billing
- Demonstrated good judgment in selecting methods and techniques for obtaining solutions
- Detail oriented with proven organizational and problem solving skills
- Excellent communication skills both written and oral
- Working knowledge with large insurance providers
- Medical Billing, Coding, RCM, Certified by Hipaa

Ivory Global Trading Co

Assistant Manager

Oct 14 – June 18

Responsible for sales & Purchase of Whole Dry Chilies & Onions, Apples, India, U.A.E, China

- Communicate with clients & evaluate their needs
- Accounting of Purchase and Sales Register
- Accounting of Sundry Debtors and Creditors
- Records of Products Purchase Sales MIS
- Cash Handling and Billing
- Cash Allocation
- Supply chain management
- Handling daily wages
- Supervising
- Assisting the owner
- Team Building & Training
- Sales order processing
- Maintain cash transaction & petty cash book,
- Day to day cash & bank transactions handle,
- Preparing outstanding list of Debtor & making Payment follow-up.
- Enterprise resource planning
- Receiving and processing invoices
- Maintaining Petty Cash in Excel
- Other Administration work
- Keeping Track Records in Excel
- Making phone calls and writing emails to the clients for external coordination

Pacitech Chemical Engg Pvt. Ltd. Mumbai

Operations Executive

Sep 12' – Dec 13

- Maintaining Books of Accounts in Tally
- Audit PRM (Payment Recommendation Memo) at the time of payment to vendor
- Scrutiny of all ledger balance
- Maintain the Accounts & Billing
- Complaint Handling And Resolution
- Perform other clerical and administrative duties as per their requirement
- Assist Manager & Heads
- Supervise and motivate staff
- Keeping Records of Products Sales MIS
- Co-ordination with the Customers
- Preparing MIS Tracker Records of customers
- Making phone calls and writing emails to the clients

Worked for HDFC BANK and Max Life Insurance through by Off rule

2011 2012

- Processing of files & Preparing of CAM and DM etc.
- Preparing of Daily MIS, Weekly MIS Tracker Sheet, and Daily Logins, which will reach to top Managers
- Checking Disbursement and processing of files.
- Preparing Disbursement data
- Preparing MIS Report which will reach to Managers
- Preparing of Daily Logins MIS
- Updating Premiums
- Handling Customer queries
- Preparing CAM (Credit Assessment Memo) and sending it to CREDIT Dept, for approval of files.

Other Skills

- Good in accounting principle & accounting concepts
- Domain knowledge of all capital market products.
- Very good understanding of Insurance, Banking, & Hospitality industries
- Handling Customer queries
- Good Interpersonal skills-Including the ability to lead others, work cooperatively.
- Analytical Skills.
- Goal Achiever

Extra Curricular Activities

- Participated IX Inter High School Cricket Tournament
- Shri Murlidhar Memorial Cricket Tournament (1st place)
- Participated in Science Exhibition
- Sports secretary in degree college

LANGUAGES KNOWN

<u>LANGUAGES</u>	<u>SKILL LEVEL</u>
ENGLISH	EXPERT
HINDI	EXPERT
KANNADA	EXPERT
URDU	EXPERT
ARABIC	READ&WRITE

Hobbies

- Travelling,
- Playing Cricket
- Reading

PERSONAL DETAILS

Name : Liyakhat Ali
Father's Name : Imam Hussain (Rtd.CTI)
Nationality : Indian
Date of Birth : 01/06/1988
Sex : Male
Marital Status : Single
Permanent Address : House
No.19
Taj Nagar
Hubli
580031
Dharwad (Dist) Karnataka,
India
+919945651731

Passport details

Date of Issue : 01/09/2020
Date of Expiry : 31/08/2030

Holding India driving license

MCWG
LMV

License number : KA25 20090003931

Declaration

I hereby declare that the Above-mentioned particular are true to the best of my Knowledge and belief.

(Liyakhat Ali.B)