



# NANDU KRISHNAN G

Business Development Administrator

## ABOUT ME

Organized Senior AR Specialist offering 4 years' experience in Revenue cycle management. Seeking a responsible career opportunity to fully utilize my professional skills and expertise, while making a significant contribution to the success of organization.

## CONTACT

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Passport Number: S1179271

## LANGUAGES

English, Hindi, Malayalam,  
Tamil

## PROFESSIONAL HISTORY

### Accounts Receivable Analyst

Guidehouse India Private Ltd. | June 2016 - Dec 2020

- Reduced total AR TAT from **52 to 41** days through **timely follow-up** on customer claims & received client's appreciation.
- Maintained **100%** productivity throughout the year which increased annual team productivity by **26%**.
- Assisted and supervised a large team of junior AR analysts, helping them develop claims review & documentation skill.
- Delivered **excellent customer service** and claims management at **99.9%** accuracy which is well above the client expectation.
- Providing specialist collection service to selected range of customers including proactive calling to **ensure debts are paid** when due, performing full account management duties.

## TECHNICAL SKILLS

- **MS Office** - Excel, Word, PowerPoint
- **Programming Languages** - Python, C++, R
- **Medical Billing/Accounting Tools** - Centricity, Epic
- **Automation Testing** - QTP, Selenium IDE

## EDUCATION

**BTech - Electronics & Communication Engineering**  
Anna University of Chennai, Tamil Nadu | **2011-2015**

**Higher Secondary Education- Computer Science**  
Chinmaya Vidyalaya, Thiruvananthapuram | **2009-2011**

## PERSONAL SKILLS

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Administrative skill  
Strong Communication  
Time Management  
Team Player  
Quick Learner  
Interpersonal skill  
Problem solving

## INTERESTS

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## CERTIFICATES & AWARDS

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### Google Data Analytics Certification | May 2021- Sept 2021

Completed all 8 certification courses offered by Google Data Analytics certification Program through Coursera - Online Learning Platform.

### Best Performer Award- Guidehouse India

Dec 2016, Nov 2018, June 2019, Jan 2020

### IURL- Zonal level winner

Winner of Zonal level Indo-US Robo League conducted by Technophilia Systems in association with Robotics & Computer Applications, Institute of USA.

### Diploma in Software Testing- Keltron, Trivandrum

Completed 2 months Diploma in Software Testing with A-Grade from KELTRON, Trivandrum.

I hereby declare that the above statements are true to the best of my knowledge. Also, I believe my personal vision and values align with the company and that I'd be a great fit for your organization.

**NANDU KRISHNAN G**