

## RESUME



**LIYAKHAT ALLBICHGATTI**

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### **Carrier 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 study the 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, Tally Erp 9, Basic SAP Fico, Telcor, Noble, EMR/Kareo, Web PT, Availity Etc.

## **Work Experience 7+YRS**

### **Currently Working :**

**Dafson's Healthcare Solution Pvt. Ltd**

**Medical Billing – AR Analyst**

***Oct 18 - Present***

#### ***Key areashandling:***

- 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.
- Responsible for collecting payments from insurance companies and maximizing monthly revenue for the providers. Interacting with clients for various issues
- Review and resolve denied claims and Denial Management.
- Outbound calls to U.S Insurances for claim status and eligibility verification for treatments, hospitalizations, and procedures.
- Preparing, reviewing, and transmitting claims using billing software, including electronic and paper claim processing.
- Researching and appealing denied claims.
- Answering all patient or insurance telephone inquiries pertaining to assigned accounts.
- Updating billing software with ratechanges.
- 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 ofclaims.
- Posted charges, payments and adjustments.
- Assigned ICD-10 diagnosis for Retina, Glaucoma, Cornea, and Cataracts along with CPT procedures and diagnostics.
- Analyze patients' records and medical history.
- Understand insurance rules and regulations.
- Specialties: Chiropractic, Physical therapy, Occupational therapy, Worker's compand Personal Injury Protection, DME claims.
- Conduct Training for new trainees joining the team
- Assisting development team and testingteam
- 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) andother documentation to ensure uniformity across teams & processes.

### **SKILLS**

- Solid MS Office skills with expertise in Excel to include pivot tables andv-lookups
- Proficient in Medicare, Medicaid, Self-Pay AR, and Commercial Insurance Billing
- Demonstrated good judgment in selecting methods and techniques for obtainingsolutions
- 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 License

**Ivory Global Trading Co**  
**Oct 14 – June 18**

**Assistant Manager**

**Responsible for sales & Purchase of Whole Dry Chillies & 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
- Handling daily wages
- Supervising
- Assisting the owner
- Team Building & Training
- Sales order processing
- 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**

**Sep 12' – Dec 13**

**Operations Executive**

- 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 Offrule**

**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
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### Declaration

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

(Liyakhat Ali.B)