

# Ankita Barnwal

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## Objective

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- A fully committed, capable and confident person who possesses the required vision, ability, drive and enthusiasm needed for Successful Team management.
- A highly organized and consistent individual who strongly believes in the organization i work for and wishes to help others to grow also.

## Skills

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- Time Management
- Innovative
- Complex Problem Solving
- Creating relationships with carriers and vendors
- Multitasking
- Team Management
- Working as a team to streamline processes and procedures.

## Work experience

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### lenergizer

Nov 2021 — Till Date

Sr. Associate- One Call Care Management

- Patient Care Coordinator for Dedicated Accounts Division.
- Train new employess on all processes and procedures for the Dedicated DME team.
- Managing Mobility and Complex Care files for the dedicated carriers.
- Assisting Management with special project and reporting clean up.
- Knowledgeable in office applications such as Outlook, Excel, Word, PowerPoint as well as client specific applications such as CSRD.

### R1RCM

JAN 2021 — Sep 2021

Analyst

- Overall management and recovery of accounts receivable, specifically assigned to blue plans.
- Working with management, project support and AR specialists as a team to maximize returns for a specified client with revenue cycle optimization.
- Timely management of unpaid claims and ensure secondary claims are submitted and paid.
- Building strategies that minimize errors and produces clean claim submissions.
- Resolving incoming requests from the client and patient financial representatives in a timely fashion.
- Assisting RCM Manager with process improvements to increase revenue and manage time.
- Enforcing managements goal to spot denial trends, documenting them and find an immediate resolution.
- Creating and implementing a new form of tracking denial trends that saves time and provides a quick and efficient way to monitor them with "live spreadsheets".
- Maintaining and recovering collection accounts utilizing HCI (healthcare receivables management company).
- Effectively prioritizing tasks and execute them in a high-pressured environment.

Sr. Executive - Make My Trip

- Handling operations to ensure excellent quality of services to travellers.
- Post sales operation for inbound FITs, groups.
- Worked as Customer Care Executive (CCE) in Flight Department(Back Office, Email)
- Worked on Amadeus and Galileo for all type of modifications in flight.
- Process making strategies to ensure the quality services to end user.

## Qualifications

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- Computer Basics Online Test (100% Score).
- Internet Knowledge Test (100% Score).

## Education

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- Bachelor of Arts From Dyal Singh College, Delhi ( Delhi University) in 2018.
- Intermediate passed from Open Schooling ( C.B.S.E Board ) in 2013.
- Matric passed from St. Mary Goretti Girl's High School (West Bengal) Board in 2011.

## Interests

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- Active participation in outdoor activities like Basketball.
- Watching Movies.
- Sketching and Painting.

## References

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References available upon request.

## Personal Information

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Husband Name : Mr. Rohan Singh

Date of Birth : November 13, 1995.

Nationality : Indian

Marital Status : Married

Languages Known : English,Hindi & Bengali.

## Declaration

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The information given above is true to the best of my knowledge and belief and nothing is concealed therein.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Ankita Barnwal**

