NAKUL MONGA

TPA EXECUTIVE

21, Bhai Parmanand Colony delhi-110009 ph-9891580600

CAREER OBJECTIVE

To added value to the organisation and self through continuous hard work and generation of new and innovative ideas and striving for overall business excellence.

PERSONAL PROFILE

I am dynamic ,workaholic and responsible person and capable to take up responsibilities I enjoyed to work both as a part of team and own initiative . presently working in a fast paced office environment handling important technical documents .Easy going by nature and able to get along with both work colleagues and senior managers , currently looking for a good opportunity to work in your organization as TPA EXECUTIVE .

ACADEMIC QUALIFICATION

Merticulation passed from CBSE board in 2007

Intermerticule paased from CBSE board in 2009

BCA from SIKKIM MANIPAL UNIVERSITY ( FINAL YEAR RESULT AWAITED )

WORK EXPERIENCE

TPA OFFICE EXECUTIVE

PENTAMED HOSPITAL JAN 2011 – Present organizing and planning essential central services such as mail ,handling queries ,conversation with tpa as well as day to day running of the office .

DUTIES:

* Having to evaluate , prioritize ,organize and delegate work schedules within an office environments
* Managing filing systems (IPD)
* Using office software including mails , spreadsheet to store documents .
* Handling all the mediclaim cases .
* Handling all the queries of cashless and re-imbursements.
* Corresponding with tpa for due claims

EXPERIENCE AND KEY COMPETENCIES

* Able to undertake large amount of routine work .
* Screening and auctioning email’s.
* Communicating professionally with patients ,tpa’s and other departments.
* Preparing reports and general documentation .
* Overseeing and supervising the work of junior staff.

PERSONAL ATTRIBUTES

* Strong decision making skills .
* Ability to multitask .
* The ability to form positive relationship with collegues.
* Able to react quickly and effectively when dealing with challenging situations .

PERSONAL

FATHER’S NAME- SHRI PRITHVI RAJ MONGA

NATIONALITY – INDIAN

LANGUAGE - ENGLISH , HINDI

DATE OF BIRTH – 20-APR-1992

MARITAL STATUS - UNMARRIED

DATE -

PLACE – DELHI

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