

## RESUME



**LIYAKHAT ALI BICHGATTI**

**MOB: +919739610741**

**Email:liyakhatali741@gmail.com**

**liyakhatali98@yahoo.com**

**Skype:liyakhhat741**

### **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 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, SQL, Tally Erp 9, Basic SAP Fico, Telcor, Noble, EMR/ Kareo, Web PT, Availity, NextGen Etc.

## Work Experience 7+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.
- Updating billing software with rate changes.
- 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
- 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 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
- Supply chain management
- Handling daily wages
- Supervising
- Assisting the owner
- Team Building & Training
- Sales order processing
- 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)**