

CURRICULUM VITAE

Salloj venkatesh

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Career Objective:

To attain a good position in an organization, where I can contribute my skills to the company's growth and ensure my career growth.

Educational Qualifications:

- Bachelor of science from osmania university in 2012 with an average of 71.1%
- Intermediate from board of intermediate education in 2009 with an average of 84.8%
- SSC from board of secondary education in 2007 with an average of 75%
- MBA in Human resources management from JNT university with an average of 63.5%

Present Work experience:

Working as a HR recruiter in SGB Brand Safway organization.

Roles and responsibilities:

- Create recruitment strategies with hiring managers to determine the skills, qualifications, and experience needed for the role.
- Update job descriptions per the growing requirements of the job or a new role.
- Employ various methods to source and attract potential candidates. This is about posting job advertisements, searching job boards and databases, attending job fairs, utilising social media platforms, and networking.
- Screen candidates by reviewing resumes, cover letters, and applications to shortlist the potential employees.
- Conduct interviews in person or use video conferencing software
- Maintain clear communication with the potential candidates throughout the hiring process
- Negotiate terms and conditions such as compensation, benefits, and facilitate the onboarding process
- Releasing the offer letters and letter of intimation to On board the candidates.
- Assisting the the Payroll and compliance managers to update the statutory benefits.
- Taking the exit interviews to out going employees.

Previous work experience

- **Worked as a skill development trainer at Employment generation and marketing mission in the District rural development agency at Sangareddy district under**
- **DDU-GKY project of Government of India and Government of Telangana from 2017 to 2022.**

Roles and responsibilities:

- Mobilizing the unemployed youth from rural areas
- Screening at the initial stage for selection
- Counseling the candidate for training and selecting the desired candidate
- Training the candidate by teaching retail skills, English, computer and arithmetic skills by giving course training for the period of three months of residential training.
- After completion of training of seventy five days of training in district the candidates are sent to on the job training and placement opportunities.
- Providing internship services to the candidates.

Past Work Experience Profile:

Worked as a medical claims associate in United Health Group for a period of 18 Months .

Process Description:

UMR-CPS CLAIMS claim payment system

- **Adjudicating the claims manually by analyzing the HCFA and UB forms with the knowledge of CPT, ICD-9 codes and medical terminology**

Roles & Responsibility:

- Making Transactions of Health Care Insurance Claims.
- It is a Process of Verifying and Capturing the data from HCFA (Health Care Financial Administration) and UB forms
- Review claim forms in detail to ensure that all provided information is complete and accurate
- Verify type and tenure of policies from insurance companies by indulging in conversation with representatives
- Processed claim forms, adjudicates for provision of deductibles, co-pays, co-insurance maximums and provider settlements
- Resolved problems resulting from claim settlement
- Followed adjudication policies and procedures to make sure proper payment
- Provided timely customer service to members, providers, billing departments and other insurance companies on the subject of claims

Personal Details:

Date of Birth	19 th Nov,1991
Father name	salloj Bhismachary
Sex	Male
Marital Status	Married
Nationality	Indian
Languages	English, Hindi, and
Telugu	

Present Address:

H/no:8-2-269/19/647,
Indiranagar
Banjarahills road no-2
Hyderabad, Telangana. 500034.

I here by declare that the above information is true to the best of my knowledge.

Date:

**Yours sincerely
(salloj venkatesh)**