

## **RESUME**

**SAHITHI. DUDAM**

**Email:** dudam.sahithi96@gmail.com

**Contact:** 9182181403

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### **CAREER OBJECTIVE**

To evolve into a hardworking and sincere profession, contributing to the success of your organization and at the same time enhance my knowledge and develop my communication, managerial and interpersonal skills.

### **PROFESSIONAL EXPERIENCE**

#### **Cognizant Technology Solutions (July 2019 – Till Present)**

**Accounts Receivable – Senior Process Executive as Credentialing Specialist.**

#### **Experience- Credentialing Specialist (Aug2020- Present)**

- Accurately enter provider information into Network Connect (NWC) for all potential network providers and/or existing providers being re-credentialed for the network.
- Works with Network contracting and Commercial payers to follow-up with payer whether the provider is in Network or out of network.
- If the provider is Out of Network, we should fill the application for the respective payers and release to the payers.
- Perform delegated Credentialing duties as assigned by the Network Manager and according to existing.
- Coordinates user and support issues among corporate site and remote office locations to ensure timely place the work order as per allocation within the team and positive impact on user satisfaction and productivity.

#### **Payment Posting (July2019- July 2020)**

- Prints ERAs daily for any funds received via EFT, from either clearinghouse or carrier sites.
- Logs EFT payments on daily batch sheet.
- Totals payments received and balances with accounting.
- Analyze multiple sources of remittance to determine proper allocation of payments, rejections and adjustments subject to individual carrier(s) guidelines.

## **TECHNICAL SKILLS**

MS Office, MS Excel & Tally.

## **ACADEMIC PROJECT**

A study on performance evaluation of balanced mutual funds with selected 3 companies.

- To study balanced funds schemes in select companies
- To evaluate the performance of select balanced funds
- To compare the performance of balanced fund schemes of select companies.

## **PERSONALITY TRAITS**

- Ability to work as individual as well as in groups.
- Eager to learn new things.
- Highly motivational.
- Ability to work and produce best result in pressure situation.
- Can handle any situation.

## **ACADEMIC BACKGROUND**

QUALIFICATION	INSTITUTION	YEAR OF PASSED	PERCENTAGE
MBA(Finance)	Bhavans Vivekananda College of Science	2019	8.0(GPA)
B. Com (Computers)	Badruka College of Commerce and Arts	2017	78%
INTERMEDIATE (MPC)	Sri Gayatri Jr College	2014	88.3%
SSC	Carmel High School	2012	7.3(GPA)

## **PERSONAL DETAILS**

- Father's Name: Rajamouli Dudam
- DOB: April 12, 1996
- Permanent Address: 23-42-MA0003 Maruthi Nagar, Mandamarri, Mancherla (Dist.), Telangana State – 504231
- Phone No: 9182181403
- Languages Known: English, Hindi, and Telugu
- Nationality: Indian.

**DECLARATION**

I hereby declare that all the details in the application are true, complete and correct to the best of my knowledge and belief.

Name: Sahithi Dudam

Place: Hyderabad

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