

SANJEETA RAMOLA

RZD-32/A, Gali No. 5, Near Dabri More, Syndicate Enclave, New Delhi-110045

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PROFESSIONAL SUMMARY

Detail-oriented Analyst with over 3.6 years of experience in the banking and healthcare insurance sectors. Expertise in claims processing, loan documentation, and data review. Adept at ensuring accuracy, resolving discrepancies, and adhering to regulatory standards. Strong proficiency in MS Office, problem-solving, and communication. Seeking to contribute skills to a dynamic organization focused on growth and operational excellence.

PROFESSIONAL EXPERIENCE

Genpact India Private Limited – New Delhi, India

Process Associate – ELD Banking Process

January 2022 – October 2024

- Collaborate with an Australian bank to prepare and verify loan documentation for both business and consumer clients.
- Review and validate borrower and guarantor data, ensuring compliance with internal standards and regulatory requirements.
- Prepare securities and contractual agreements outlining the bank's terms and conditions for credit facilities.
- Oversee document execution, settlement, and drawdown of loans, ensuring accurate processing and timely delivery.
- Consistently meet deadlines and ensure compliance with banking policies.

Key Achievements:

- Successfully processed and prepared loan documents for over 500 clients within stipulated timelines.
 - Improved documentation accuracy by 10% by identifying and implementing process improvements.
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R1RCM Global Private Limited – New Delhi, India

Analyst – US Health Insurance Billing Process

January 2021 – December 2021

- Managed billing and claims processing for the US health insurance sector, ensuring accurate and timely claim submission.
- Verified claims data and applied appropriate medical codes for different procedures.
- Identified claim denials and worked on resolving issues to ensure smooth processing.
- Collaborated with the team to review claim details and route claims through the appropriate channels.

Key Achievements:

- Processed over 1,000 claims with a 98% accuracy rate.
 - Reduced claim rejections by 15% by implementing improved verification protocols.
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EDUCATION

Bachelor of Commerce (B.Com) – Delhi University, New Delhi **Graduated in 2020**

12th (Commerce) – CBSE, New Delhi
Completed in 2016

10th – CBSE, New Delhi
Completed in 2014

SKILLS

- **MS Office Proficiency:** Microsoft Word, Excel, PowerPoint, Outlook
 - **Communication:** Strong verbal and written communication
 - **Problem Solving:** Identifying issues and developing effective solutions
 - **Attention to Detail:** Ensuring data accuracy in all processes
 - **Time Management:** Meeting deadlines efficiently
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PERSONAL DETAILS

- Date of Birth: 27 October 1998
- Nationality: Indian
- Languages: English, Hindi
- Marital Status: Single
- Hobbies: Watching movies, reading novels, learning new languages, playing badminton