



## **CURRICULUM-VITAE**

### **CORRESPONDENCE ADDRESS**

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### **GAURAV GABA**

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**OBJECTIVE:** - To work in a combative challenging corporate environment best of ability and to achieve success through hard work and dedication.

### **TECHNICAL QUALIFICATION**

M.S office, M.S Dos, E-mail soft ware from Nice Computer Center Vivek Vihar, New Delhi

### **EDUCATIONAL QUALIFICATION**

- I B.COM. from Chaudhary Charan Singh University Year (2003)
- II Intermediate I.com from U.P. Board. Year (2000)
- III Matriculation I.com from U.P Board. Year (1998)

### **WORK EXPERIENCE**

Presently I have been working with **Nulife Hospital** as a **Sr .Manager- TPA / Credit billing and Claims Recovery** since 11<sup>th</sup> Oct 2021 to till date .

- Empanelment work for all TPA/Pvt Insurers and corporates .
- Audit all the pre auth and claim files before sending to TPA/Insurer for approval & payment.
- Resolve the issues for rejections, less approvals and deduction with the discussion between patient and the company .
- Coordinate with the networking managers of TPA / Insurer and Corporate for pending payments and deductions.
- Visit to TPA and Insurance companies to get the status of old pending payments and resolve the issues within TAT .
- Make a report of pre auth cases and send to Medical Director on daily basis .
- Visit Delhi University for the payment reconciliation.
- Arranged the medical camps in corporates and provided the best medical services at the corporate side .
- Make the claims reconciliation sheet for TPA, Corporate and D.U and send to director and auditor on monthly basis .

( I ) M/s **Sant Parmanand Hospital** as a **Manager-Credit billing and Recovery** since 1<sup>st</sup> Feb 2016 to 09/October/2021

### **JOB PROFILE**

- Managed credit billing department and recovery of claims .
- Audited all the claim files before sending to TPA/Insurer for payment .
- Coordinated with the networking managers of TPA / Insurer and corporate for pending payments and deduction issues .
- Maintained the payment record with complete settlement details for each and every claim and show to the management of hospital weekly .

- Visited to corporates for health checkups meetings and good relationships .
- Visited to TPA, Insurance companies and Corporates to get the status of old pending payments and resolve the issues with in TAT .
- Made detailed monthly report for current business and recovery, and presented the same to the Executive Director of hospital .

( II ) M/s Good Health Plan Limited (GHPL TPA) as a **Assistant Manager Cum-claim Manager (CRM)** since 16/July/2010 to 31<sup>st</sup> January 2016.

### **JOB PROFILE**

- \* Visited to paneled corporates i.e Expeditors, Ikea Services, Aviva Life Insurance etc. for the helpdesk and resolve their issues related to enrollment and claims .
- \* Arranged the health checkup camps in corporates with the help of medical team and provided the best medical services to the corporate employees .
- \* Coordinated with broker & Insurers for Mediclaim policies and endorsements .
- \* Coordinated with our head office team for pending payment issues and claims .
- \* Maintained the record of claim MIS and send the same to the Corporates/Brokers and Insurer on weekly & monthly basis .
- \* Sent the repudiation claim files to Insurance companies.
- \* Handled complete process of Reimbursement and Cashless claims and assign the claims to doctors .

( III ) Worked with M/s Vidal Health TPA as TTK Health Care TPA Pvt Ltd as a **Claim Processor Cum-Assistant- Coordinator** since since 4/January/2010 till 15/July/2010

### **JOB PROFILE**

- \* Worked with claim department, handled Reimbursement, Cashless and Authorization .
- \* Worked with different kind of corporate and provided the best services to their employees.
- \* Handled all type of issues and escalations of corporate employees i.e Max Life Insurance and HCL Technology .

( IV ) Worked with M/s Genins India TPA Limited as a **Claim Processor Cum-ssistant-co-coordinator** since March 2007 till 03/January/2010 .

### **JOB PROFILE**

- \* Worked for different kind of corporate such as HCL BPO, Dabur India Ltd & ITC Maurya and had provided the best services to their employees .
- \* Handled escalations pertaining to Reimbursement and cashless claims .
- \* Worked with claim department handling Reimbursement, Cashless and Authorization etc.

( V ) Worked with as a **On Line Trader** with ANG Com-ex Pvt. Ltd. since February 2006 till March 2007 .

### **JOB PROFILE**

\* Purchasing and selling in Commodities, Such as Gold, Silver, Chana, Refined, Soya- been, etc.

**STRENGTH**: - Friendly, hardworking, a good team worker & since to word job & ability to work under stress.

**HOBBIES**: - listening to music, watching the discovery channel .

**DECLARATION** : - In the view above qualification. I hope you will kindly consider my experience sympathetically & give me a chance of my servicing under your kind control for which I shall ever be grateful. I assure you, that I shall always devote myself to give you entire satisfaction with my work. If you require my further information, I am ready to furnish the same.

Thanking you in anticipation of your favorable reply.

### **PERSONAL DETAIL:-**

Date Of Birth	:	03 September 1983
Father's Name	:	Mr. Vinod Kumar Gaba
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Married

**(GAURAV GABA)**