

## LINCY NISSAR

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### **OBJECTIVE**

I am a well-mannered customer service professional with excellent experience in transaction process (Health Claim) and people-oriented skills to enhance customer loyalty and deepen client relationships.

### **WORK EXPERIENCE**

**Transaction processing associate at Conduent Business Solution** (Infopark, kakkanad)

(From Dec 2020)

- Medical document review and rectification (US Health Claim)
- Handle queries from clients and provide adequate resolution within time.
- Preparation and presentation of daily, weekly and other periodical reports.
- Claim processing after document review and analysis.
- EOB Creation

**Transaction processor at ACS Xerox Company** (Infopark, Kakkanad)

(From Sep 2012 – Mar 2013)

- Data processing and document analysis
- Medical Document review and rectification
- Wound/Injury identification and document Coding.
- Preparing daily intimation report to team management

### **EDUCATION**

BA (Communicative English)	Kerala University	2009 - 2012
Plus Two (Commerce)	Kerala State	2009
SSLC	Kerala State	2007

### **PROFESSIONAL COURSES**

- Hospital Administration
- Tally Erp9
- Diploma in Computer application

## **COMPUTER SKILLS**

- Data entry, MS excel, MS word

## **PROJECTS**

- Media and tourism.

## **PERSONAL DETAILS**

Nationality : Indian  
DOB : 07/03/1992  
Blood Group : B+  
Marital Status : Married  
Husband Name : Naseem M

Father's Name : Nissar  
Mother's Name : Laila Nissar  
Sibling : Younger brother (Studying)  
Settled in : Alappuzha  
Language : Malayalam & English

## **DECLARATION**

I hereby confirm that all the details furnished above are authentic and accurate to the best of my belief. I hereby declare that the information and details provided in this resume are correct and inclusive to the best of my knowledge and belief. The information shared in this resume is correct.

Lincy Nissar