



# CARMEL SACHITHA

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Arookutty, Alappuzha  
Kerala -688526

## Personal Profile

Date of Birth : 22/11/1995

Gender : Female

Nationality : Indian

Marital Status : Married

## Technical Proficiency

- MS Office
- Tally ERP 9
- Data Entry
- DMA (Document Management and Automation)

## Linguistic Proficiency

- ✓ English
- ✓ Hindi
- ✓ Malayalam

## Personal Ability

- ✓ Adaptive & Dedicative
- ✓ Good Communication Skill
- ✓ Time management
- ✓ Honest & Leadership Skill

## Passport Details

- ✓ Passport NO: R0955882
- ✓ Date: 12/06/2017-11/06/2027

## Professional Summary

I am a B.COM graduate with experience in data analysing and a forward thinking individual with refined interpersonal and multi-tasking skills ,need to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success the company.

## Professional Experience

- **Transaction Analyst** (May 2017 – present)

### **Conduent Business Services LLP (Infopark Kochi, Kerala)** (Clint - MetLife Inc. United States of America)

- ❖ Experienced in analyzing of Dental, Safeguard and Vision Insurance policies.
- ❖ Processing and Verifying ADA (American Dental Association) Claims.
- ❖ Handled and Analysed data received by automatic data extraction tools.
- ❖ Checked figures, posting and documents for correct entry, mathematical accuracy ,proper codes
- ❖ Using variety of softwares such as Metnet, Nova, Iesir etc to perform customer account lookups to ensure transactions are performed in accordance with customer intentions
- ❖ Consolidate and match information from more than one original document
- ❖ Resolved various medical claim types for payment/denial
- ❖ Preparing various reports related to the rejection and approval of insurance claims by using Excel

## Educational Qualification

- **BACHELORS OF COMMERCE in Finance** – (2013-2016)  
NSS College, Cherthala , Affiliated to Kerala University –68%
- **HIGHER SECONDARY IN COMMERCE** – (2011-2013)  
SNHSS Sreekandeswaram,,Cherthala Board Of Higher Secondary Examination-85%
- **SSLC** – (2011)  
NSS HSS Panavally Cherthala Board Of Public Examinations -85%

## **Declaration**

I hereby declare that the above given information is true to the best of my knowledge and belief

CARMEL SACHITHA

Arookutty  
17/02/2023