

RAKESH CM
CHANDANA PARAMBIL HOUSE
CHERINCHAL ROAD
KARANTHUR P.O.
KUNNAMANGALAM
KOZHIKODE (DIST)
KERALA – 673 571; INDIA
rakeshcm91@gmail.com
Mob: +918589068422, +919567668422



TO

SUBJECT: Job application for Insurance, Billing & Finance Department

Respected Sir/Madam,

I Rakesh C.M. a graduate in commerce would like to submit the application letter for the concern post in your respected institution

As being graduated from holly cross institute of management affiliated to Calicut University, I find it as a precious opportunity to get the chance of working in your esteemed institution which can be proved as mile stone in my humble career.

In the light of my above C.V., if I am given an opportunity to serve your esteemed institution, I assure you that I will discharge my duties to the at most satisfaction of all my superiors.

Thanking you anticipation & awaiting your prompt and favorable response eagerly.

Yours faithfully

RAKESH CM

Place: Calicut (Kerala, INDIA)

Date:

CURRICULUM VITAE

RAKESH C.M.
CHANDANA PARAMBIL HOUSE
CHERINCHAL ROAD
KARANTHUR P.O.
KUNNAMANGALAM
KOZHIKODE (DIST)
KERALA – 673 571; INDIA
rakeshcm91@gmail.com
Mob: +918589068422, +919567668422

OBJECTIVE

- To look for a position as a good job to make use of my professional knowledge competent for a carrier growth.

PROFESSIONAL EXPERIENCE

DESIGNATION	INSTITUTION	YEAR
ASSISTANT CASHIER (Finance Dept)	MIMS HOSPITAL Calicut. (KERALA, INDIA)	24.11.2011 to 14.6.2012
Insurance Co ordinator + Gust Relation Executive (GRE)	Matria (Cradle) Hospital Calicut(KERALA, INDIA)	23.11.2016 to 27.12.2017

Areas of Expertise & Responsibilities

MIMS Hospital	1. Billing and Cash Dealings
	2. Reception
	3. Patients and Bystanders Communications
	4. Manage the filing, storage and security of documents
	5. Manage distribution of utilities bills and collections of accounts

Matria Hospital (Cradle Calicut Maternity Care Pvt Ltd.)

**As a Insurance Co
ordinator**

1. Getting approvals for medical procedures
2. Coordinating with insurance companies for obtaining information on new policies and their coverage
3. Accept the applications for insurance claims,
4. Check the applications for authenticity, submitted document proofs, etc.
5. On completion of documentation and authenticity check, send the application for further approval
6. Take pre approval at the time of admission
7. Sent all the documents like IP Bill, Discharge Summary, Medical details to insurance company for getting final approval to the patient at the time of discharge.
8. Sent additional information when insurance company ask for further queries about patient or Hospital
9. Responsible for final settlement.

As a GRE

1. Reception
2. OP + IP Billing
3. Taking phone calls ,appointment , admission ,
4. Sending and receiving mails
5. Explain the package details to the patients and bystanders
6. Care all patient securities and convertibility.

PROFESSIONAL QUALIFICATIONS

QUALIFICATION	NAME OF THE BOARD/UNIVERSITY	YEAR OF PASSING
B.Com (Computer Applications)	CALICUT UNIVERSITY	2011
CCA (Certified Computerized Accounting)	C-DIT, KERALA GOVT. (Sizcom Computer Education)	2011
MBA (HR with FINANCE)	CALICUT UNIVERSITY (Distance Education)	Result Waiting
Medical Coding & Billing (ICD-10 ; CPT)	ARON ACADEMY Calicut	2017

ACADAMIC PROJECT

- Done an organizational study at **GEOJIT COMTRADE LTD. CALICUT**

EDUCATIONAL QUALIFICATION

QUALIFICATION	NAME OF THE BOARD/UNIVERSITY	YEAR OF PASSING
Plus Two	KERALA STATE BOARD	2008
SSLC	KERALA STATE BOARD	2006

PERSONAL QUALITIES

1. Strong leadership and motivational skills
2. Ability to handle pressure.
3. Ability to handle a team.
4. Sincerity towards job and punctuality.
5. Stress management skills
6. Decision making skills
7. Analytical and problem solving
8. Time management

PERSONAL PROFILE

Name : RAKESH C.M

Father's Name : V.P. Mohanan

Sex : Male

Age : 26 Years

Date of Birth : 4-6-1991

Marital Status : Single

Nationality : Indian

Religion : Hindu

Languages Known : English, Malayalam, Hindi & Tamil

Permanent Address : Chandana Parambil
Cherinchal Road, Karanthur P.O
Kunnamangalam, Kozhikode Dist
Kerala – 673 571; INDIA

Contact : +918589068422, +919567668422

Interest : Reading, Listening to Music & Travelling

PASSPORT DETAILS

Passport No. : **J9644512**

Place of Issue : Kozhikode

Date of Issue : 27-9-2011

Date of Expiry : 26-9-2021

REFERENCE

1. Finance Manager

MIMS Hospital, Mini Bypass road
Govindapuram (Po) Calicut 673016
Kerala, INDIA
Ph: 0495-2744000

2. Mr. Prashob (Finance Manager), Mr. Praveen (Insurance + GRE Head)

Matria Hospital
NH – 17 Bypass road _ Calicut
Ph: 0495 - 2436000

DECLARATION

I am confident of coming up to your expectations and enclosing my Curriculum Vitae for your kind perusal. Give me an opportunity and it will be my sincere endeavour to prove my worth, by putting my heart and soul to a profession that I am deeply committed.

Place: Calicut (Kerala, INDIA)

Date:

RAKESH.C.M