

ANU P ELDHOSE

anupeldhose@gmail.com

Contact:+919645573254

Arakudy House,
Kottappady P.O,
Kothamangalam,
Ernakulam,Pin: 686 692



OBJECTIVE

To efficiently utilize every opportunity to improve my skills and ability to efficiently uses my professional capabilities in meeting requirements as well as individual needs. I am a young MBA holder & looking forward for an opportunity to improve myself as a prudent Finance management. Also searching for the job where, I can explore my professional skill in full potential and enhance my area of knowledge while competing with the best in this world.

PROFILE SUMMARY

A competent professional 3years of success with high-profile management companies including EXL and MALAYA, Experiencein AR Associate and Administration department.

ACADEMIC QUALIFICATION

COURSE	BOARD/UNIVERSITY	YEAR	PERCENTAGE
MBA	M.G. University	2016	62%
BCA	M.G. University	2014	74%
12 th Science	Kerala State Board	2011	79%
S S L C	Kerala State Board	2009	86%

PROFESSIONAL EXPERIENCE

Company: EXL ,Infopark , Kochi

Industry: *Outsourcepartners International private limited*

Location: *Kakkanad, Ernakulam*

Designation: *AR Associate , Medical Billing*

Period: *June 2014- April 2016*

JOB RESPONSIBILITY

- Enter data on invoices; ensure proper coding on documents
- Update receivables by totaling unpaid invoices
- Protect organization's value by keeping information confidential
- Check the status of a claim through call or website and Worktowards the resolution and get the payment.
- If claim is denied work on denied reason and take correct action
- Preparing in Revenue cycle management and denial management

Company: Malaya Group of Companies

Industry: Rubber Industry

Location: Kaloor, Ernakulam

Designation: Administrative Officer

Period: June 2016- Present

JOB RESPONSIBILITY

- Monitoring and responding the incoming calls and managing them
- Taking care of attendance, leave particulars, wage register and pay slip of the staff of the group
- Maintenance of all company Insurance and policies, follow up of policy renewal.
- Proficient in handling the activities in coordination with internal/external departments for smooth business operations
- An effective communicator with excellent interpersonal, analytical & relationship management skills
- Review the operational practices and do necessary changes where it requires
- Providing administrative support like report preparation and new business processing
- Working closely with the departments to achieve a harmonious working environment and greater operational efficiency.
- Preparing the official documents, scheduling and coordinating the meetings with the meetings and appointments.

IT SKILLS

Well versed with MS Office Package & Internet Applications.

PERSONAL PROFILE

Name	: Anu P Eldhose
Gender	: Female
Marital Status	: Married
Date of Birth	: 15 th September 1993
Nationality	: Indian
Languages Known	: English, Malayalam, and Hindi

DECLARATION

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

Place: Kothamangalam

Anu P Eldhose

Date: 25/07/2018