**CV**

**USHA RAJ**

**Home Address:**
Puthenkalayil House
Manjumala tea factory

Chathembal Lines

Vandiperiyar P O

Idukki 685533

**Nationality:** INDIAN

**Email:** ushamini84@gmail.com

**Mobile:**+91 9961613443

**Gender:** FEMALE

**Religion:** HINDU

**Marital status:** Single

**Date of birth:** 12-05-1984

**CARREER HISTORY:**

**\* 6 MONTHS WORKING EXPERIENCE AS AUTH AND CLAIM EXECUTIVE AT MD INDIA HEALTHCARE SERVICES PVT LTD.**

**Responsibilities:**

* Check and identify new claims including the medical necessity and the policy coverages of the procedure.
* Make sure whether the preauthorisation form is completely filled, if not contact with the hospital to gain the missing information.
* Verify the claim request and assign to the concerned doctor for processing.
* Handling conveyance, calls and mails for claim enquiries.
* Responsible for accurate daily reports.

\*3 YEARS TEACHING EXPERIENCE IN JBS ACADEMY(PRIVATE INSTITUTION) IN IDUKKI.

\*CURRENTLY WORKING AT TECHSHORE INSPECTION SERVICE IN KOCHI.

  **ACADEMIC QUALIFICATIONS:**

|  |  |  |
| --- | --- | --- |
| **COURSE / YEAR / PECENTAGE** | **INSTITUTION** | **BOARD /****UNIVERSITY** |
| **S.S.L.C. 1999** | **PHSS ,Vandiperiyar** | **BOARD OF PUBLIC EXAMINATION, KERALA, INDIA** |
| **+2****1999– 2002** | **GHSS ,KUMLI, KERALA,**  | **BOARD OF PUBLIC EXAMINATION, KERALA, INDIA** |
| **B.COM with Computer Application 2002\_2005** | **MARIAN COLLEGE, KUTTIKANAM KERALA, INDIA** | **MG UNIVERSITY, KERALA, INDIA** |
| **M COM 2006\_2008** | **DEPARTMENT OF COMMERCE** | **KERALA UNIVERSITY** |
| **B Ed 2008\_2009** | **KUCTE KUMARAPURAM** | **KERALA UNIVERSITY** |

**OTHER SKILLS:**

* **LANGUAGES KNOWN:** **ENGLISH, HINDI, MALAYALAM, TAMIL.**
* High level competency in **MS WORD, EXCEL, POWERPOINT**

***ACTIVITIES AND INTERESTS:***

* *Cooking, gardening*

***Objective***

##

## *To obtain a respectable position in an organization which will enable me to use my talents, creativity and ability to the maximum and contribute to the growth of organization as well as myself.*

 **USHA RAJ**