

Resume

Pradeep Sankar. SP

Srambikkal Puthan Veedu, Melur (PO) Ottapalam, Palakkad-679501 Kerala (state) India

E-Mail: pradeepsrambikkal.melur@gmail.com Telephone: 0091466-2240827

I am looking for a suitable position in any esteemed organization **Cashier / Billing / Insurance Officer** Jobs that will best suit my qualification and experience for further enhancement of my employment carrier.

Core Qualifications:

- Exceptional organizational skills and ability to perform multiple tasks simultaneously
- Excellent Interpersonal & Communication Skills (Arabic & English Communication Command)
- Great understanding of medical terminology common procedures and applications
- Friendly and helpful customer service skills in person and over the phone
- Proficient in common computer programs
- Team player
- Adaptive to improvement and advancement in any given field

Work Experience

At present, working in Specialized Medical Center, Riyadh Kingdom of Saudi Arabia since September 2006 to till date as Senior Billing Supervisor.

Essential Duties and Responsibilities: (Job Description) **Sr. Billing Officer @ Specialized Medical Center, Riyadh, KSA**

Responsible for overseeing the smooth and efficient operations of the Outpatient Billing and communication section and ensure the highest standards of quality and customer service are rendered.

- Reconciliation of hospital payments and collections.
- Registering patients for hospital outpatient procedures.
- Assist and support the billing director as required.
- Manage, Train, schedule and interview candidates for all billing officers.
- Ensure proper schedules for reception staff medical staff with clinics, applications of changes according to patient availability.
- Assist patients for appointment and creating new file & link to insurance etc.
- Assist for closing bills on consultation and other clinical procedures Laboratory, X-ray & approval of bills etc.
- Checking the insurance updates and eligibility with insurance companies.
- Sending patient insurance approvals to insurance companies
- Communicate and coordinate with intra facility departments for patient needs and services.
- Function as a liaison for patients, their families, physicians, radiologists and Diagnostic Imaging staff.
- Provide effective support in handling clerical and administrative department of the clinic
- Maintain patient demographic informations and data collections.

Educational Qualifications:

1. Secondary School Leaving Certificate completed in Year 1995
2. Pre- Degree completed in Year 1998
3. Bachelor in Commerce completed in Year 2002

Personal Details:

Name : Pradeep Sankar.s.p
Father Name : Kumar.M.T
Date of Birth : 11/11/1979
Sex : Male

Religion : Hindu
Nationality : Indian
Languages Known : English, Malayalam& Hindi

Passport Details

Passport No : N5944067
Issue Date : 04/05/2016
Expiry Date : 03/05/2026
Place of Issue : Riyadh

References:

Will be pleased to provide upon request.

Declaration

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Place: Riyadh

Date: