**RESUME**

**RAHMATH.B**

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Seeking a challenging position in Finance / Accounts, Administration, Operations to support the management and business objectives of a reputed organization

**SUMMARY**

A competent professional with over 11 years experience in hospital industry with experience in Accounting, Operations, Insurance

**KEY RESULT AREAS**

Tracking Budget Expenses Financial Skills Developing Budgets Process Improvement Supervision Problem Solving Reporting Skills Multi-tasking Internal Communications Reporting Research Results

**ORGANISATIONAL EXPERIENCE**

2018 Sept to 2019 March: **M/s Kinder Hospital, Kochi**

Designation **: Sr.Executive-Operations,** Reporting to GM

Job Profile:

* Meets billing financial standards by providing annual billing budget information; monitoring expenditures; identifying variances; implementing corrective actions.
* Accomplishes billing departmental objectives by measuring billing results against plans; evaluating and improving methods; making required changes.
* Manage and coordinate billing activities of hospital
* Cross-checking with the front office to ensure that patient data is complete and accurate
* Coordinating the insurance activities of the hospital with the highest degree of accuracy.
* Managing database of insurance information, hospital procedure data, and billing codes.
* Verifying patient information and payments, following up with Collections procedures when necessary.

2013 to 2018 :**M/s VPS Lakeshore Hospital & Research Centre Ltd, Cochin.**

Designation : **Executive – Accounts,** Reporting to DGM Finance

Job Profile:

* Compilation of data and preparation of report of doctor’s share from their respective income.
* Maintaining day-to-day cash inflows and outflows.
* Reporting the daily, weekly and mo006Ethly fund statements.
* Preparation of Credit Card & Bank reconciliation statements.
* Knowledge in MIS Reporting on daily & monthly basis.
* Assisting Internal Auditing team for stock taking and other billing related areas.
* Reconciliation of income recognized on a timely manner.
* Assist auditors with questions/requests, prepare assigned reconciliations and schedules.
* Generate various relevant reports to the managers.
* Preparation of various patient related certificates.
* Issue and posting of bills, receipts and invoices.
* Check the validity of debit accounts.
* Ensure all clients remain informed on their outstanding debts and deadlines.
* Settlement of Debtors accounts on receipt basis.
* Liaison for client and insurance company including claims processing, analyzing insurance receivables and reports.
* Researched and solved claim and billing issues.
* Assisted patients with eligibility and benefit coverage questions.
* Facilitated meetings with CFO of insurance billing company to resolve issues, outstanding receivables and collections.
* Prepared administrative and functional reports for CFO.
* Worked with department staff to research, identify and provide solutions to client and insurance company inquiries.
* Trained new employees with patience and guidance; ensured on the job training was current and correct.
* Practiced professional telephone etiquette and customer service while making claim inquires and quickly resolving any patient complaints and concerns.

2007 to 2013 :**M/s VPS Lakeshore Hospital & Research Centre Ltd, Cochin.**

Designation : **Accounts Assistant,** Reporting to Billing Manager

Job Profile:

* Knowledge in preparation of all types of billing incurred in the hospital.
* Knowledge in preparation of package bills (Cathlab, CABG, BMT, Kidney& Lever transplantation)
* Thorough knowledge in Dialysis billing, Lab Billing, Operation Theatre billing.
* Maintained Discount/Credit Notes/ Canceled bills as per billing policy
* Maintained Petty cash / Float Money.
* Meets billing operational standards by contributing billing information to strategic plans and reviews; customer-service standards; resolving problems; identifying billing system improvements.
* Meets billing financial standards by providing annual billing budget information; monitoring expenditures; identifying variances; implementing corrective actions.
* Accomplishes billing departmental objectives by measuring billing results against plans; evaluating and improving methods; making required changes.
* To make bills of all IP Patients (Self pay, corporate and TPA’s) for submission in their TPA and Corporate for payment within stipulated time frame from the date of discharge of the patients.
* Help to smoothly run the billing process of all In-Patients and OPD patients. Help to keeping track of pending payments of IP patients and recovery of dues on daily basis.
* Answer and resolve all the dispute/query raised by the patient on phone & at the billing counter.
* To minimize the billing query raised by higher authority, against Excess/ Short charges charged to Patient.
* Overall supervision of billing department.

**EDUCATIONAL PROFILE**

**Academic**

2002- 2005: Degree of Bachelor of Economics from Kerala University, Kerala.

2002 March :PLUS TWO Higher Secondary Board of Kerala

2000 March : SSLC (Matriculation) under the Board of Public Examination, Kerala.

**Technical Qualification**

Post Graduate Diploma in Computer Applications (PGDCA) from CDI-T Kerala, India, 2007.

**PERSONAL DETAILS**

Date of Birth : 01st May, 1985

Nationality : Indian

Address : Kandanattuveli, Poochakkal. P.O,

Cherthala, Alappuzha Kerala, india.

Languages known : English Malayalam

Reference : Shall be furnished up on

I hereby declare that all above information furnished by me are true and correct to the best of my knowledge and belief.

April 6, 2019

Cochin **Rahmath B**