

ALEENA MARY M.S

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Mobile: +91-7034681508

CAREER SUMMARY

- **Enthusiastic working professional with over 04years of experience .**
- **To strive for a challenging job in a progressive organization, where I can contribute and build my personal career along with the growth of organization and to give the best of my qualification and abilities.**

KEY SKILLS

- **Expertise in working with MS Excel spreadsheets.**
- **Experience of working on Mediware Software.**
- **Ability to provide excellent customer service.**

PERSONAL QUALITIES

- **Excellent communication skills.**
- **Hardworking.**
- **Positive attitude.**
- **Excellent team player.**

PROFESSIONAL EXPERIENCE

Company Name: M / s VPS Lakeshore Hospital & Research Center

Place: C o c h i n

Designation: Billing clerk

Duration:from July 2015 to current

- **Overall supervision of billing department**
- **Maintaining day-to-day cash inflows and outflows.**
- **Generate various relevant reports to the managers**
- **Ensure all clients remain informed on their outstanding debts and deadlines**
- **Issue and post bills, receipts and invoices**
- **Knowledge in preparation of all types of billing incurred in the hospital.**
- **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.**
- **Receive payment by cash, cheque, credit cards, bank transfers or automatic debits.**
- **Finance counseling.**
- **Taking outstanding amount of each patient everyday &inform the patients bystanders .**

ACADEMIC QUALIFICATIONS

| EXAM PASSED | NAME OF BOARD | YEAR | MARK % |
|-------------|------------------------------------|------|--------|
| SSLC | BOARD OF PUBLIC EXAMINATION KERALA | 2010 | 73% |
| PLUS TWO | HIGHER SECONDARY BOARD OF KERALA | 2012 | 70% |
| B COM | MAHATHMA GANDHI UNIVERCITY | 2015 | 53.63% |

OTHER CERTIFICATE QUALIFICATIONS

- Tally 9
- DCA

TRAINING PROGRAMMES ATTENDED

- Behavior pattern & Communication skills.
- Basic Life Support.
- Fire & Safety at VPS Lakeshore Hospital & Research Center, Cochin.

PERSONAL DETAILS

Name : ALEENA MARY.M.S
Husband Name : ANIL ANTONY
Date of Birth : 25/05/1995
Address : puthanchakkalakkal
perumbadappu ,palluruthy
Pin 682006, Kerala
Language Know : English, Malayalam

REFERENCE

1. **Lissy.A.P**
Manager Billing
VPS Lakeshore Hospital, Cochin
+ 91-9656106685

DECLARATION

I hereby declare that all the particulars furnished above are correct and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect my resume will be liable to cancelled.

Place: Cochin

Date: 13.08.2019

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