
SABITHA.K

MOBILE NO:9946691885

EMAIL:sabithamohandas885@gmail.com

ADDRESS:

SABITHA. K
KOKKALA HOUSE
MANAPADAM
PALAKAD
PIN 678689

PRESENT ADDRESS

SABITHA .K
PADINJARE MURRY
KANNAMBILLY ROAD
PACHALAM
PIN 682018

PERSONAL DATA:

AGE : 32
DATE OF BIRTH : 24/1/1987
SEX : Female
NATIONALITY : Indian
MARITAL STATUS : Married
HUSBAND NAME : Mohandas K.N

OBJECTIVE:

To be a part of an organization where get a chance to use my knowledge and skills to contributed in the progress of the organization as well as myself.

STRENGTHS:

- Can handle multiple tasks simultaneously.
- Ability to acquire and apply knowledge rapidly.
- Problem solving and decision making.

TECHNICAL SKILL:

- Tally

EDUCATIONAL QUALIFICATION:

QUALIFICATION	BOARD/UNIVERSITY	COLLEGE/SCHOOL	PERCENTAGE
BA HISTORY	CALIH CUT UNIVERSITY	N.S.S COLLEGE NEMMARA	50%
HIGHER SECONDARY	KERALA BOARD HIGHER SECONDARY EXAMINATION	G.H.S.S KIZHAKKENCHERRY	69%
S.S.L.C	KERALA BOARD	SARVAJANA SCHOOL PUTHUKOD	50%

PROFESSIONAL EXPERIENCE:

CLAIM EXECUTIVE- COCHIN BRANCH 16/06/2014 TO TILL DATE VIDAL HEALTH INSURANCE TPA PVT.LTD. IS AN ISO 9001-2008 CERTIFIED THIRD PARTY ADMINISTRATOR (TPA) SERVICES COMPANY ESTABLISHED IN MARCH 2002, MANAGING A WIDE NETWORK OF HEALTH CARE SERVICE PROVIDERS COMPRISING OF MULTI – SPECIALITY HOSPITALS, NURSING HOMES AND DIAGNOSTIC CENTERS ACROSS THE COUNTRY

RESPONSIBILITIES:

- **PROCESSING OF FILES (NETWORK AND MEMBER)**
 - a) Processing minimum number of 35 Network/ Member files per day.
 - b) Completing coding and bill entry of all the files handled including network and member file.
 - c) Determined claim accuracy, final payment amounts and claim approval or denial; managed payment discrepancies and complaints and processed claims adjustments when necessary.
 - d) Responsible for accurate and timely daily reports.
 - e) Approval limit 5lakhs.
 - f) Tat maintaining.

- **ERROR FREE PROCESSING OF CLAIMS- QUALITY OF PROCESSING**
 - a) Complete responsibility of processing a file is taken care.
 - b) 99% error free processing with respect to external audit.
 - c) Keeping no outlier files.
 - d) Assuring no wrong shortfall is done.

PERSONAL SKILLS:

- Hardworking.
- Communication skills.
- Handle responsibilities, Team player and timely completion of work.

DECLARATION

I hereby declare that all the details furnished above and enclosures are true to the best of my knowledge.

Date :

Place : Ernakulam

SABITHA.K