

RESUME

PRINCY JOSE M
MAVUNKAL HOUSE
VAYALAR, P. O, CHERTHALA
ALAPPUZHA, KERALA PIN: 688536
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CAREER OBJECTIVE:

Seeking a challenging opportunity in a organization to excel and grow along with the organization by utilizing my knowledge and acquired skill towards fulfillment of organization vision

Personal Details

Name : Princy Jose M
Father's name : Jose
Date of birth : 29-03-1996
Religion : Christian
Sex : Female
Nationality : Indian
Marital status : Single
Languages known : Malayalam, English, Hindi

Hobbies : Cooking, Dancing, Gardening

Educational Qualification

COURSE	INSTITUTION	BOARD/UNIVERSITY	YEAR OF PASS	% OF Mark
B.Com commerce with Computer Application	Naipunnya school of management cherthala	University of Kerala	2016	73%
PLUS TWO	Vayalar Ramavarma Memorial Higher Secondary School	Board of Higher Secondary Examination, Kerala	2013	74%
SSLC	St Mary's School of management	Board of public examination Kerala	2011	71%

WORK EXPERIENCE:

KVM SUPERSPECIALITY HOSPITAL CHERTHALA

INSURANCE COORDINATOR JANUARY 2019 - PRESENT

DUTIES

- Researched and solved claim and billing issues
- Interfaced with insurance carriers and other healthcare providers
- Assisted patients with eligibility and benefit coverage questions
- Coordinated, liaised and networked between insurance companies.
- Managed filing and tracking insurance claims and informed patients of their claims status.
- Processed insurance and disability claims in a timely manner.
- Handled patient's queries regarding unpaid balances.
- Circulated documentation as needed for reviewing.
- Prepared insurance forms and associated correspondences.
- Strong accomplished experience in insurance and medical business office
- Sound knowledge medical terminology and insurance practices
- Good knowledge of all plans and medical invoices
- Proficient in Computer Programs and applications

ASHOKKUMAR AND CO.MENKHA ERANAKULAM

***DATA ENTRY CLERK/ OFFICE SUPPORT CUM ASSI. ACCOUNTANT-MAY -
December 2018***

DUTIES:

- Thorough knowledge and excellent knowledge of modern office practices and procedures.
- Organized source data by sorting information according to established entry procedures.
- Proficient in general office duties, including Microsoft Office and knowledge of basic business techniques and methods of using standard word processing, spreadsheet, database and other office software and equipment.
- Ensuring the accuracy and relevancy of all data entered in to data database.
- Inputting both text data and also numerical data with a good speed in typing.
- Preparation of monthly bank and voucher statement
- Making client payment detailers.
- Assisted in all financial records matters.

CHARUTHA SILKS THIRIPUNITHURA ERANAKULAM

BILLING CLERK/ CASHIER /ASSI.ACCOUNTANT.OCTOBER 2016 TO APRIL 2018

DUTIES:

- Received payments by cash,cheque,credit cards, vouchers or automatic debits.
- Help in stocking and merchandising to maximize sales and provide a pleasant shopping experience.
- Responsible for the cash register and cash drawer, with minimal end-of-shift cash discrepancies.
- Refunded returned items, both in cash and credit, and worked to ascertain why items were returned as well as how to provide customer with what they are looking for.
- Preparing monthly receipt and payment, payment vouchers, advance etc
- Closing day cash in and out flows and maintaining records.
- Recording day to day financial transaction, posting in ledgers and finalizing profit and loss account and balance sheet.
- Prepared receipt and payment account and inputting daily vouchers slips into the system.
- Checked and communicated with 100+ customers daily on average with below spills, and 99% customer satisfaction.
- Counted money in cash drawers at the beginning of shift to ensure the amounts are correct and that there is adequate change.

ADDITIONAL SKILL:

- * Cash handling expertise.
- * Advanced clerical knowledge
- * Strong account analysis skills
- * Consumer banking specialist.
- * Ledger and balance sheet competency.
- * Night and safe deposit procedure
- * Goal-oriented.
- * Positive
- * Excellent time management skill.
- * Math aptitude.
- * Rapid data entry skills.
- * Accounting systems and software.
- * Financial analysis
- *Billing
- *Call center
- *Inventory management.
- * Cash register transaction.
- * Cashier Audits& reports
- * Store opening and closing procedures.
- *Drawer balancing.

DECLARATION

I, hereby declare that all the statements made above are true and correct to the best of my knowledge.

Date:06/11/2019

Place:Vayalar

PRINCY JOSE M