



BIBITHA SIVASANKARAN
bibithasivasankaran25@gmail.com
9947093085, 8129999355

WORK EXPERIENCE

Corporate Relation / Insurance

B&B Memorial Hospital, Thrikkakkara - Ernakulam, Kerala
From December 2020, currently Working in insurance & PM-JAY Claim Department.

Corporate Relation / Insurance

Chazhikattu Hospital, Thodupuzha - Idukki, Kerala
July 2018 to December 2020

Worked in insurance department with 27 private companies and 4 corporates (ECHS, ESI, FCI, AAI). Duties include front desk management, cashless, and reimbursement claim of all insurance companies.

Corporate Relation / Insurance

Polakulath Narayanan Renai Medicity - Ernakulam, Kerala
June 2017 to June 2018

Worked in Polakulath Narayanan Renai medicity as corporate billing under taking insurance cashless and reimbursement claim of all insurance companies

IP Billing

Polakulath Narayanan Renai Medicity Hospital - Ernakulam, Kerala
June 2016 to May 2017

Worked in Polakulath Narayanan Renai Medicity as a billing assistant from 01/06/2016 to 31/05/2017
work including checking patient file, making entry etc

EDUCATION

DCA (Diploma in computer application) in IT
Keral State Rutronics - Ernakulam, Kerala
August 2015 to July 2016

ITI (COPA) in IT
Womens ITI Kalamassery - Ernakulam
August 2014 to July 2015

SKILLS

Able to handle different software such as MS office, MS Excel, etc.
Decision making and problem solving.
Good communication skills.
Team works.

PERSONAL DETAILS:

DOB : 25/09/1995
Languages Known : Malayalam, English, Hindi
Spouse Name : Rajesh M R
Address : Mangattuparambil House, Chottanikkara PO , Ernakulam-682312

Yours Faithfully,
Bibitha Sivasankaran