

MERIN JOSE



EDAYANAL HOUSE
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OBJECTIVE

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise

PROFESSIONAL EXPERIENCE

December 2018 - Present , Senior Associate at Aster Medcity Kochi

- Determines patient invoice by capturing services noted in patient chart , clarifying services with physicians.
- Issues invoice by entering service data; calculating charges; mailing invoices.
- Resolves billing issues and Provide financial counselling to clients.
- Maintains patient and invoice files by entering and adjusting data.
- Provides billing information by collecting, analyzing, and summarizing bills, accounts pending.

December 2017 - December 2018 , Billing Coordinator at Aster Medcity Kochi

- Updating patient file with services noted in patient chart.
- Clarifying billing queries and Maintaining minimum credit balance.

June 2017 - December 2017 , Trainee at Aster Medcity Kochi

Closing accurate cash collection to finance on a daily basis and Collecting Inpatient advance deposit.

TECHNICAL PROFILE

Course	Discipline / Specialization	School/College	Board/University	Year of Passing	% of MARK
M.Com	Finance	St. Thomas Arts and Science College Puthencruz	Mahatma Gandhi University	2017	76%
B.Com	Finance & Taxation	C.E.T. College of Management Science & Technology	Mahatma Gandhi University	2015	83%
Plus Two	Commerce	SNDP HSS Udayamperoor	State Board	2012	84%
S.S.L.C.	S.S.L.C.	Georgian Academy English Medium High School Thiruvamkulam	State Board	2010	88%

PERSONAL INFORMATION

- Nationality : Indian
- Marital Status : Married
- Languages : English, Malayalam
- Age & Date of Birth : 27 , 14/07/1994
- Fathers Name : Jose Peter

ADDITIONAL QUALIFICATIONS

- MS OFFICE
- TALLY ERP9

I do hereby declare that all the information is true and correct to the best of my knowledge and belief.

PLACE: Ernakulam

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DATE : 02/08/2021