

ALEENA MARY M.S

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CAREER SUMMARY

- **Enthusiastic working professional with over 06 years 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.**
- **Interpersonal skills**
- **Active listening skills**
- **Expert in clerical jobs**
- **Leadership skills**

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: Finance Counselor

Duration: From 2015 Onwards

- **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.**
- **Answer and resolve all the dispute/query raised by the patient on phone & at the billing counter.**
- **Finance counseling.**
- **Various clerical works**