

BYJU CHACKO



Email ID:

byjuchackot15@gmail.com

Contact Number



:+91 8606851915

Passport Number

: P3401997

Address:

Mankotta (H)
Niranam P.O
Thiruvalla, Pathanamthitta,
PIN 689621
Kerala, India

Personal Data

Date of Birth:18-02-1983

Sex : Male

Nationality : Indian

Marital Status: Married

Language Proficiency:

Malayalam, English,Hindi,
Arabic

Hobbies

Reading news, watching football
Listening to Music

Objective

Actualize and enhance my abilities in my profession, utilizing my knowledge in the field of commerce through an organization with dynamic and compassionate work environment where hard work, dedication and efficiency paves way for a fulfilling and fruitful service. Team player dedicated to quality, continuous improvement and bottom-line objectives.

Personal Skills:

- Leadership
- Ability to organize events.
- Always trying to update my knowledge. Have the ability to work under pressure.
- A team player, detail oriented and resourceful.

Academic Profile:

B. Com: Bachelor of Commerce(JUNE 2012)

Plus two: Kerala Board (MARCH 2002)

SSLC : Kerala Board (MARCH 2000)

Experience:

Worked as an Accounting clerk in the department of Billing (**Inpatient and Outpatient**) in As-Salama HospitalCo. Al Khobar, Saudi Arabia (**April 11, 2012 to July 23, 2020**)

Duties and Responsibilities

- Prepare and submit billing data and medical claims to insurance companies.
- Ensure the patient's medical information is accurate and up to date.
- Prepare bills and invoices, and document amounts due to medical procedures and services.
- Collect and review referrals and pre-authorizations.
- Monitor and record late payments.
- Follow-up on missed payments and resolve financial discrepancies.
- Examine patient bills for accuracy and request any missing information.
- Investigate and appeal denied claims.
- Help patient's develop patient payment plans.
- Maintain billing software by updating rate change, cash spreadsheets, and current collection reports.
- Freezes all the bills according to the main company
- Checks accurately each bills according to the amount of each item, discount, collection, VAT amount and net amount
- Audits all supporting documents and sends a list of lacking documents to departments concerned for completion purposes.
- Make sure that everything is complete and correct.

- Print the invoices.
- Print final statement.
- Makes covering letter for all final statements according to each insurance company specifications.
- Generate the E-claim containing the detailed claim data.
- Packs all the invoices and sends to the insurance companies accordingly
- Assumes responsibility for ensuring continued professional growth
 - Participates in mandatory hospital in-service evidenced by documentation
 - Attends regular office meetings as required
 - Promotes professional growth by sharing knowledge and information appropriate to given situation
 - Maintains confidentiality of all patient/physician related information
 - Establish and maintains a caring relationship with patients, families, physicians and all hospital employees
 - Dresses and conducts self in a professional manner at all times. Maintains a good personal hygiene
 - Participates in evaluation process as required.
- Maintains necessary precautions with employees/co-workers in accordance with hospital safety policies and procedures
- Reports to work on time and as scheduled
- Provides proper notification and advance notice for absence or tardiness
- Works as flexible, overtime as directed
- Performs other miscellaneous related duties as requested by the Finance Manager
- Participating in Annual Inventory conducted on every financial year ending. Verifying clerical computations against physical count of stock and corrected errors in computation or count.

Knowledge:

- Digital Healthcare Solutions (BUPA online Software)
- Basic knowledge in tally
- Knowledge in MS office (powerpoint, word and excel)
- Basic knowledge in Insurance
- Computer and Internet knowledge

Declaration

I, hereby declare that all particulars furnished in this application are true, complete and correct to the best of my knowledge and belief.

Reference:
Hussein Fayad
Head of Finance
As Salama Hospital
Al Khobar Saudi Arabia
+966-13-920023552 (ext.210)

Ana Rose
Billing Supervisor
As Salama Hospital
Al Khobar Saudi Arabia
+966-13-920023552(ext. 217, 211)

Place: Niranam
Date: 20.07.2021

Yours Faithfully

BYJU CHACKO

A No 482110

GOVERNMENT OF KERALA

GENERAL EDUCATION DEPARTMENT
SECONDARY SCHOOL LEAVING CERTIFICATE
(Issued under the Authority of the Government of Kerala)

This is to certify that the candidate herein has appeared in the SSLC Examination and has secured the marks as follows



Name of School D.B.H.S.S. THIRUVALLA
Admission No. 14987
1. Name BYJU CHACKO
(Initials after name)
2. Name in Regional Language മോഹൻ ജി. ചാക്കോ
3. Sex Male
4. Date of Birth (in figures) 18-2-1983
(in words) Eighteenth February Nineteen Eighty three
5. Religion & Caste Xian - Catholic
6. Nationality Indian
7. Name of Father/Guardian A.G. Chacko
8. Name of Mother Maxiyamma
9. Home Address Mankattu house, Niranam West P.O.,
Thiruvalla, Pathanamthitta.
10. Signature of the Candidate Byju chacko

SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION

Register Number : 309828
Month & Year : March 2000 No. of chances : 1

Subject	Maximum	Marks in the Public Examination				Minimum for a pass		State Average
		For the paper	Subject Total	Group Total		Subject	Group	
				In Figures	In Words			
GROUP A - Language								
FIRST LANGUAGE								
Paper-I (Mal.)	50	20	50			20		22
Paper-II (Mal.)	50	30						29
SECOND LANGUAGE								
English Paper-I	50	30	46	114	One, One, Four	20	90	16
Paper-II	50	16						16
THIRD LANGUAGE								
Hindi	50	18	18			10		21
GROUP B - Subject								
SOCIAL SCIENCES								
Paper-I History & Civics	50	14	24			20		20
Paper-II Geography & Economics	50	10			One, Three,			22
SCIENCE								
Paper I - Physics	50	28		132	Two.		120	19
Paper II - Chemistry	50	8	52			30		17
Paper III - Biology & Health Science	50	16						20
MATHEMATICS								
Paper-I	50	25	56			20		17
Paper-II	50	31						19
TOTAL	600			246	Two, Four, Six.			

(Marks : 480 and above First Class with Distinction; 360 to 479 First Class; 300 to 359 Second Class; 210 to 299 Third Class)



R. Bourikuttamma
R. BOURIKUTTYAMMA
Name & Signature
of the Head of the
Institution with Date



PASSED

Secretary
S. RAMESH DRAN
Board of Public Examinations,
Kerala



GOVERNMENT OF KERALA
BOARD OF HIGHER SECONDARY EXAMINATION
HIGHER SECONDARY EXAMINATION (CLASS XII)

No. HSE 010745

CERTIFICATE

Register
Number

554565

This is to certify that Mr/Ms. **BYJU CHACKO**.....has appeared for the

HIGHER SECONDARY EXAMINATION (SCIENCE GROUP) held in **March**.... **2002**.....

He/She has....**PASSED**..the..Examination..in..Third..Class.....

The marks obtained by the Candidate are shown below :

SUBJECTS	Marks Obtained			Min. Marks	Max. Marks
	In figures		In words		
	Subject	Part Total			
PART I ENGLISH	53	53	Five Three	53	150
PART II MALAYALAM	81	81	Eight One	53	150
PART III (Optionals)					
PHYSICS	Theory	30		30	100
	Practical	39		...	50
	Total	69		53	150
CHEMISTRY	Theory	30		30	100
	Practical	50		...	50
	Total	80		53	150
COMPUTER SCIENCE	Theory	49		30	100
	Practical	24		...	50
	Total	73		53	150
MATHEMATICS		53		53	150
TOTAL FOR PART III		275	Two Seven Five	212	600
GRAND TOTAL (PARTS I+II+III)		409	Four Zero Nine	318	900



(Handwritten Signature)

Place : Thiruvananthapuram
Date : 20/06/2002

Joint Director (Examinations),
Department of Higher Secondary Education,
Government of Kerala.

Sr. No. : 33560



Calorx Teachers' University

AHMEDABAD, GUJARAT

(State Private University established by State Legislature of Gujarat Act No. 8 of year 2009)

This is certified that Mr/Ms

BYJU CHACKO

Son / Daughter of

A G CHACKO

having completed the course of studies approved by the University
and having the prescribed examination held in

June 2012

has been conferred the Degree of

BACHELOR OF COMMERCE

of this University in the discipline of

Commerce

Under Registration No

660937711434

In

First

Division.

Given under the seal of the University.

Ahmedabad

Date:- 18th July, 2016



S. K. Gnan

Provost

AS-SALAMA HOSPITAL Co.
NMC SAUDI ARABIA HEALTHCARE
License No. MH 2/1 COC 347/1
C.R No. 2051000688
P.O Box – 296, Al-Khobar – 31952 Saudi Arabia



شركة مستشفى السلامة
شركة ذات مسؤولية محدودة
ترخيص رقم: MH2/1COC 347/1
رقم التسجيل: 2051000688
رقم صندوق البريد: 296، الخبر - 31952 - المملكة العربية السعودية

شهادة خدمة SERVICE CERTIFICATE

Date: 25 July, 2020
Ref No: 747
Employee No.: 3562

التاريخ: 25/07/2020
الرقم: 747
الرقم الوظيفي: 3562

Name: BYJU CHACKO

الاسم: بيجو شاكو

has been employed as:

عمل في مستشفى بجهة

ACCOUNTING CLERK

كاتب محاسبة

Date: 11 April, 2012 until 1 April 2020

من تاريخ: 20 - جمادى الأولى - 1433 حتى 8 شعبان - 1441

REVENUE CYCLE OFFICER

موظف إيرادات

Date: 2 April, 2020 until 23 July 2020

من تاريخ: 9 - شوال - 1441 حتى تاريخ: 5 - ذي الحجة - 1441

And has completed his employment with the hospital.

وهو قد أنهى مدة العمل مع المستشفى



سعد صباح - مدير المستشفى

SAAD SABBABH - GENERAL MANAGER

Website: www.as-salama.com

Tel: 8641011 Fax: 8641417

Email: info@as-salama.com

ASH-HRD-010-06



NMC AS-SALAMA MEDICAL HOSPITAL
Limited Liability Co.
License No. MH 2/1 COC 347/1
C.R No. 2051000688
P.O Box – 296, Al-Khobar – 31952



مستشفى ان ام سي السلامة الطبي
شركة ذات مسؤولية محدودة
MH 2/1 COC 347/1 ترخيص رقم:
رقم التسجيل: 2051000688
رقم صندوق البريد: 296، الخبر 31952

July 23, 2020

RECOMMENDATION LETTER

To whom it may concern,

I would like to recommend **Mr. Byju Chacko** as a candidate for a position in your company. He was employed under my supervision as **Accounting Clerk** from **April 11, 2012 to July 23, 2020**. I have been consistently impressed by both attitude toward his work and his performance on the job. His interpersonal and communication skills have allowed him to develop productive working relationships with clients and fellow staff. He can work independently and with minimum supervision.

He possesses a positive attitude while taking on all the tasks given to him. He was always willing to offer his assistance and service to his fellow staff.

As his former Manager, I am very grateful for his contributions to our department and I am very confident that he has the intelligence, work ethics and communication skills to add value whenever he works. He will be an asset to any employer and for that reason I recommend him for any endeavor he chooses to pursue.

Sincerely,

Hussein Fayad
Head of Finance
As Salama Hospital
Al Khobar, Saudi Arabia
+966-13-920023552 (ext. 210)





NMC As-Salama Medical Hospital

License No. MH 2/1

P.O. Box 296 Al-Khobar KSA

مستشفى إن أم سي السلامة الطبي

ترخيص رقم م ش 2/1

ص. ب. 296 الخير - المملكة العربية السعودية

Appreciation Certificate

THIS CERTIFICATE IS PRESENTED TO

Baiju Chacko

In recognition of your hard work during the month of January 2020.


Mr. Saleh Al-Osaimi
HR Manager




Mr. Saad Sabbah
General Manager

