

RESUME

PRINCY JOSE M
MAVUNKAL HOUSE
VAYALAR, P. O, CHERTHALA
ALAPPUZHA, KERALA PIN: 688536
PH: 8075939952, 9961929518
E mail: princyjosem8@gmail.com

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

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

- Interfaced with insurance carriers and other healthcare providers
- Assisted patients with eligibility and benefit coverage questions
- Coordinated, liaised and networked between insurance companies.
- Processed insurance and disability claims in a timely manner.
- Handled patient's queries regarding unpaid balances.
- Good knowledge of all plans and medical invoices
- Proficient in Computer Programs and applications

CHARUTHA SILKS THIRIPUNITHURA ERANAKULAM

BILLING CLERK/ CASHIER /ASSI.ACCOUNTANT.OCTOBER 2016-2018

DUTIES:

- Received payments by cash,cheque,credit cards, vouchers or automatic debits.
- Help in stocking and merchandising .
- Responsible for the cash register and cash drawer.
- Refunded returned items.
- Closing day cash in and out flows and maintaining records.
- Posting in ledgers and finalizing profit and loss account and balance sheet.
- Prepared receipt and payment account.
- Checked and communicated with 100+ customers.

DECLARATION

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

Date: 22/02/2022

PRINCY JOSE M

Place: Vayalar

