



SANDRA SAJU

MEDICAL BILLING

- Kottakkal House
Thuthiyoor ,Kakkanad
CESZ PO 682037
- sandrachinnuz13@gmail.com
- <https://www.linkedin.com/in/sandra-saju-05b84a235/>
- +91 8606269724

PROFILE

To find a challenging position where I can utilize my talent and abilities.I like to grow with the firm and contribute towards the growth of the firm I work for.I can get along with different type of people and i am adaptable to new environment and responsibility.

PERSONAL INFO

DOB :24/08/2000
 Nationality :Indian
 Marital status :Single
 Languages :English ,Malayalam

KEY SKILLS

Ms office Excel
 Power point
 Word
 Tally

SKILLS

Decision Making
 ●●●●●●●●

Communication
 ●●●●●●●●

Leadership
 ●●●●●●●●

WORK EXPERIENCE

MEDICAL BILLER

2021-Present

Iris Medical Solutions

- Account Management of Insurance Patients.
- Insurance balance calculation and write off.
- ERA and EOB Posting

DATA ENTRY OPERATOR(PART TIME) 2019 - 2020

Private DTP Center

- Data Entry
- Authenticating submitted documents and Recording.

AWARDS AND ACHIEVEMENTS

- Diploma in Financial Accounting with Tally ERP 9.0.
- Completed two year programme in the National Service Scheme (NSS).

EDUCATION HISTORY

Master of Business Administration 2022 - Present

Bharata Mata College,Kochi

MBA in Human Resource
 University :Indira Gandhi National Open University(IGNOU)

Bachelor of Arts Economics 2018 - 2021

Bharata Mata College,Kochi

Graduated in B.A Economics
 University : MG University

Higher Secondary Education 2016 - 2018

St. Mary's C.G.H.S School,Ernakulam

Curriculum : Commerce
 Board : Government of Kerala

High School 2015 - 2016

St. Mary's C.G.H.S School,Ernakulam

Board : Government of Kerala

DECLARATION

I Sandra hereby declare that all above information is correct and true to my knowledge .

Place :ERNAKULAM

SANDRA SAJU