

# Sreelakshmi K P



## Objective

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To work an organization that will help me achieve my goals, one that will enable me to empower, constantly developing, innovating and developing new ideas.

## Experience

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**ECHS & CGHS Executive - 07/2021 to Present**

**Lakshmi Hospital, Ernakulam**

- To ensure that all patient information is accurate and complete and request any missing patient information.
- To obtain and review referrals and authorizations for treatments
- To confirm patient benefits and insurance eligibility.
- To transfer insurance claims and billing data to billing software.

**Data Entry Operator - 04/2020 to 07/2020**

**Syndicate Bank, Ernakulam**

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Scan documents and print files, when needed

**Office assistant- 07/2020 to 05/2021**

**Edu Vista Admission Cell, Ernakulam**

- Organize office and assist associates in ways that optimize procedures.
- Sort and distribute communications in a timely manner.
- Schedule and plan meetings and appointments.

## Education

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- S S L C
- Plus two
- BA(Bharatanatyam)

## Personal Details

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Father's Name : Prasannakumar

Date of Birth : 15-07-1999

Nationality : Indian

Marital Status : Single

## Declaration

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I highly declare that the information furnished above is true to the best of my knowledge and belief

Place:

Date:

SREELAKSHMI K P

## Contact

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### Address:

Kuttiyil House, Palluruthy P O  
Pin - 682006

### Phone:

+91 7736926938

### Email:

[sreelakshmisreeku1999@gmail.com](mailto:sreelakshmisreeku1999@gmail.com)

## Languages

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Malayalam  
English

## Hobbies

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- Dance
- Travelling
- Movie
- Cooking