



**BIBITHA SIVASANKARAN**  
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9947093085, 8129999355

## WORK EXPERIENCE

### **IP Billing& Insurance Executive**

Welcare Hospital, Vyttila - Ernakulam, Kerala  
From November 2021 to June 2022

### **Corporate Relation / Insurance**

B&B Memorial Hospital, Thrikkakkara - Ernakulam, Kerala  
From December 2020 to November 2021  
Worked in PM-JAY Claim Department.

### **Corporate Relation / Insurance**

Chazhikattu Hospital, Thodupuzha - Idukki, Kerala  
July 2018 to December 2020

Worked in insurance department with 27 private companies and 4 corporates (ECHS, ESI, FCI, AAI). Duties include front desk management, cashless, and reimbursement claim of all insurance companies.

### **Corporate Relation / Insurance**

Polakulath Narayanan Renai Medicity - Ernakulam, Kerala  
June 2017 to June 2018

Worked in Polakulath Narayanan Renai medicity as corporate billing under taking insurance cashless and reimbursement claim of all insurance companies

### **IP Billing**

Polakulath Narayanan Renai Medicity Hospital - Ernakulam, Kerala  
June 2016 to May 2017

Worked in Polakulath Narayanan Renai Medicity as a billing assistant from 01/06/2016 to 31/05/2017  
work including checking patient file, making entry etc

## EDUCATION

DCA (Diploma in computer application) in IT  
Keral State Rutronics - Ernakulam, Kerala

August 2015 to July 2016

ITI (COPA) in IT

Womens ITI Kalamassery - Ernakulam

August 2014 to July 2015

## SKILLS

Able to handle different software such as MS office, MS Excel, etc.

Decision making and problem solving.

Good communication skills.

Team works.

## PERSONAL DETAILS:

DOB : 25/09/1995

Languages Known : Malayalam, English, Hindi

Spouse Name : Rajesh M R

Address : Mangattuparambil House, Chottanikkara PO , Ernakulam-682312

Yours Faithfully,  
Bibitha Sivasankaran