



Soumya Suresh

Chithira

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Respected Sir/Madam,

It is with great interest that I am forwarding my CV/Resume for your consideration for suitable positions at your esteemed organization.

My record of academic achievements and professional career history, demonstrates attributes that make me a valuable employee.

My CV/Resume is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

Thank you for your time and consideration, and do not hesitate to contact me if you have any questions.

I look forward to speaking with you soon.

Yours Sincerely

Soumya Suresh

Enc. resume

WORK EXPERIENCE:

Company Name : Star Care Hospital, Kozhikode,
Kerala Designation : Patient Counseling & Billing Dept.
Duration : Aug 2020 – Jan 2023

JOB PROFILE:

- Prepare bills and invoices for medical services and treatments received.
- Establishes payment arrangements on current and delinquent patient accounts.
- Updates and obtain medical authorization for payment from insurers.
- Ensure that patient's files are kept safe so as to avoid issues of lost or damaged files.
- Possess Administrative skills for effective coordination of the billing unit.
- Ability to process data and provide accurate report to management.
- Strong interpersonal skills for developing good relationship with patients and staff effectively.
- Updating billing software with rate changes.
- Checking eligibility and benefits verification for treatments, hospitalizations and procedures.

Company Name : Aster DM Health Care, Dubai, UAE
Designation : Emirates Insurance Denial Management.
Duration : Nov 2016 – May 2020

JOB PROFILE:

- Resubmission with correct data within target time
- Collecting the reconciliation documents from all the clinics and process it to Insurance companies by following Insurance recon process
- Coordinate with clinic in resolving billing and copy issues
- Guiding the staff in reducing rejections
- Processing of targeted no of rejections within timelines
- Identifying Justifiable claims to collect data for resubmission and write off ineligible ones
- Improvising knowledge of medical codes 'Advance knowledge of medical terminology, abbreviation, techniques and surgical procedures
- Interact with doctors and clinic team for on time resubmission
- Handling and replying queries related to claim rejections
- Provide administrative support to senior-level staff

Company Name : Kains Ventures Pvt, Kerala, India
Designation : Sales Coordinator
Duration : Feb 2014 - Dec 2015

JOB PROFILE:

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Ensure the adequacy of sales-related equipment or material
- Respond to complaints from customers and give after-sales support when requested
- Store and sort financial and non-financial data in electronic form and present reports
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Monitor the team's progress, identify shortcomings and propose improvements
- Assist in the preparation and organizing of promotional material or events
- Ensure adherence to laws and policies

Company Name : Rahul Surgical & Drugs
Designation : Sales and Administration Coordinator
Duration : June 2013 - Feb 2014

JOB PROFILE:

- Maintains administrative workflow by studying methods; implementing cost reductions; developing reporting procedures.
- Creates and revises systems and procedures by analyzing operating practices; studying utilization of micro-computer and software technologies; evaluating personnel and technological requirements; implementing changes.
- Develops administrative staff by providing information, educational opportunities, and coaching.
- Resolves administrative problems by analyzing information; identifying and communication solutions.
- Maintains rapport with customers and employees by arranging continuing contacts; researching and developing new services and methods; setting priorities; resolving problem situations.
- Maintains suggestion system by directing and controlling administrative technical aspects in accordance with management directives.
- Guides employee actions by researching, developing, writing, and updating administrative policies, procedures, methods, and guidelines; communicating developments to management.

Academic Qualification:

- Bachelor of Arts (Economics) - 2006-2008
 - Kannur University, India School
 - Completed 12th grade - 2006 [Calicut university]
 - Completed 10th grade - 2005 [Pallikunnu GHSS, Kannur]
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Skills:

- Diploma in Office Administration
 - Tally
 - Microsoft Office Outlook,
 - Well versed with the usage of Internet, E-mail
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Personal Details

Date of Birth : 15 May 1988
Gender : Female
Nationality : Indian
Language : English, Malayalam.

Declaration

I hereby certify that the above information is true and correct with the best of my knowledge.