

RESUME

PRINCY JOSE M

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Career Objective:

Seeking a challenging opportunity in an organization to excel and grow along with the organization by utilizing my knowledge and acquired skill towards fulfillment of organization vision

Educational Qualification:

- B. Com Commerce with Computer Application from University of Kerala, India.

Work Experience:

- **Insurance Coordinator in KVM SuperSpecialty Hospital, Cherthala from January 2019 - 2023**

Responsibilities undertaken:

- 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

- **Accounts Executive in Charutha Silks Thrippunithura, Ernakulam from October 2016-2018**

Responsibilities undertaken:

- 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.

Software Proficiency:

- Office suite: MS-office.

Achievements and Extracurricular Activities:

- Participated in sports and games in school level and college level.
- Participated in cultural activities and won in school level and college level.

Personal Traits:

- Adaptability
- Dedication towards work
- Optimistic
- Self-reliant and confident
- Comprehensive problem-solving skills
- Ability to properly deal with people
- Willingness to learn

Skills:

- Good teamwork capabilities.
- Excellent leadership capabilities.
- Excellent communication skills.
- Achieve the goals of the company.

Languages Known:

Language	Read	Write	Speak
English	✓	✓	✓
Hindi	✓	✓	✓
Malayalam	✓	✓	✓

Passport Details:

- Passport number :- X 9088036
- Date Of Issue :- 23/05/2023
- Date Of Expiry :- 22/05/2033

Personal Profile:

Father's name : Jose
Date of birth : 29-03-1996
Religion : Christian
Gender : Female
Nationality : Indian
Marital status : Married
Present Address : Nikarthil House
Kuthiyathodd,
Kodamthuruth P O
Cherthala

Declaration:

I hereby declare that all the information given above is true and correct to the best of my knowledge.

Date: / /20

Place: Kodamthuruth

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