



**SARITHA PV (Sr.Executive, Aster DM Health Care Ltd)**

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I am Saritha P V, working as Sr. Executive at Aster DM Health Care Ltd, more than 14 yrs hospital experience. (OP Billing, IP billing, Finance counseling, Insurance- reports section, All works related with ECHS/ESI section (Reception- Documents handling, works related with taking approvals, extension stay, Bill preparation& uploading bills, attending queries and arbitration)

#### **STRENGTH**

Works independently under general supervision, requiring normal guidance and reviews.  
Strong attention to detail and accuracy.

#### **SKILL**

Monitoring work group, work load assigned and co-ordinates changes in work assignments.  
Highlight problems and issues requiring escalation. Identify changes trends and communicate to manager.

Assist base management with resource allocation and planning.

**Cont...d**

### Experience

<u>Institution</u>	<u>Period</u>	<u>Designation</u>
M/s Purushothaman & Associates (tax consultancy firm)	7 months 10 <sup>th</sup> Dec 2000 to 21 July 2001	Accounts Assistant
M/s Pindimana Associates	4 years 20/08/2001 to 27/09/2005	Accountant
M/s Amrita Institute of Medical Science & Research Centre	7 years 28/09/2005 to 07/09/2012	Finance Assistant (Op billing, Ip Billing, Finance Counseling, Reports:- Insurance section)
Rejoined to M/s Amrita institute Of medical science & research centre	1.5 years 03/08/2015 to 15/03/2017	Finance Assistant worked in ECHS Section Op billing
M/s Aster Aster DM Health care Ltd	6 years 6 months From 20/03/2017 Still going on	working in ECHS/ESI Section Reception :Documentation work, Op & IP Billing , Approval taking, extn stay related work Handling Queries and arbitrations.

### Details of qualification

<u>Course completed</u>	<u>Year of Passing</u>	<u>Marks secured</u>	<u>Board/University</u>
B.Com Degree (Elective Subject: Cost Accounting)	1999	52%	M.G. University

Cont...d

Computer Operator & Programming Assistant	2000	82%	Govt. I.T.I., Kalamassery
Tally	2001	Passed	Private Study, Crystal computers
Type writing (lower)	1998	Second Class	K.G.T.E

Personal Details

Father's Name : P G Vijayan  
Date of Birth : 17/05/1979  
Religion & Caste : Hindu, Ezhava  
Marital Status : Married  
Address : Same as Above

DECLARATION

I Here by declare that the above furnished details are true and correct in best of my knowledge and belief.



Saritha P V