



Tomily Tomy

kallekkalill-H, Ramapuram P. O Ramapuram, kottayam Kerala-
686576

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Objective

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set. Seeking a role in an MNC where I can upgrade my skills with time and take the company to the next level.

Experience

- HOLY CROSS HOSPITAL** 02/01/2017 - Present
Billing Executive
 - Keep an accurate record of IP patients accounts and outstanding balance
 - Receive, sort, and track incoming payments
 - Issue receipts for received payments
 - Validate debit accounts to ensure the credibility of payments
 - Address and solve patients questions and Queries
 - Securely handling client data and payment information
 - Provide regular, accurate reports of billing data.
 - Monitoring outstanding balances to ensure each account is paid on time and in full.

Education

- IGNOU - Sree Narayana College, kollam** 2024
BA (Sociology)
Pursuing
- Government Higher Secondary School Edakoly** 2015
Plus Two
70%
- Secret Heart Girls High School Ramapuram** 2012
SSLC
75%

Skills

- Responsible
- Management skills
- Basic computer skills:- M S Excel, M S Office, Triotree software
- Decision making

Interests

- Volunteering and community involvement
- Dancing
- Painting
- Photography

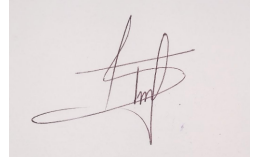
Languages

- English
- Malayalam

- Tamil

Reference

- **Sr.Sumitha - Holy Cross hospital**
HR
9496166115
- **Sr. Tresa - Holy Cross Hospital, Kottiyam**
Billing Incharge



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