**DEEPAMARY GABRIEL**

**Data Entry Operator & Quality Controller**

**CAREER OBJECTIVE**

A Dedicated team player who has ability to work under pressure and meet organizational goals. Possess excellent analytical, problem solving, decision making, leadership, Communication and interpersonal skills.

**ACADEMICS**

Bachelor of Science in Mathematics (B.S.C Math’s) from D.G Vaishnav College, Chennai, India.

**PROFESSIONAL EXPERIENCE**

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| ***Data Entry Operator & Quality Controller –*** June 2008 to October 2010 |

**Company Name: ACURUS BPO PVT LTD – CHENNAI – INDIA**

**Duties and Responsibilities**

* ***Data Entry Operator***

Insert customer and account data by inputting text based and numerical information from source documents within time limits. Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry. Review data for deficiencies or errors, correct any incompatibilities if possible and check output and applying data program techniques and procedures. Generate reports, store completed work in designated locations and perform backup operations. Keep information confidential.

* ***Clerical Duties***

Perform clerical duties and maintained an Efficient and highly organized Medical Records Department. Check Medical record chart (in and out) through the computer system. Research accounts receivable and consult with insurance companies to institute settlement of accounts.

* ***Billing and payment posting coordinator***

Accurately applied payment to patient Accounts. Researched and resolved incorrect payment EOB rejection, and other issues with outstanding accounts. Reviewed billing edits and provided insurance providers with corrected information. Provided tenacious follow-up to ensure proper payments were fully collected.

**SUMMARY OF QUALIFICATIONS**

* Ability to set goals and priorities to assure accountability for action taken
* Self-esteem and confidence to provide the initiative and drive to get the job done
* Responsibility and reliability to work and understanding team environment
* Proficient in Microsoft Word, Access and Excel.
* Data entry and collation skills
* Excellent written and verbal communication skill
* Software & computerized Accounting up to Finalization by using medical Manager Software that designed and using for Medical Billing.

**PERSONAL PROFILE**

Gender : Female

DOB : 20-04-1988

Nationality : Indian

Religion & Cast : Christian, RC

Marital Status : Married

Language Known : English, Malayalam, Tamil

**Job Seeker First Name / CV No: 1843158**

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