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**KENYA**

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**CAREER OBJECTIVE:**

Passion to build a career with leading corporate of hi tech environment with committed & dedicated people. Willing to work as a key player in challenging & creative environment where

I can put the best use of my skill and knowledge, which helps in mutual growth.

###### Professional Experience:

* Worked as a Process Associate – Level I for AGS HEALTH PVT LTD at Chennai from

22nd April 2013 to 27th May 2016.

* Worked as Senior Financial Transaction Executive for Q WAY TECHNOLOGIES at Chennai from 13th June 2016 5th May 2017.

**PROJECT SUMMARY:**

* Project : Payment Posting
* Software : Clinix, Oracle and Med FM

**PROFESSIONAL OVERVIEW:**

* Expert in handling Finance and Cash operation including fund mobilization, cash flow monitoring, arranging required working capital, developing business control risk repositories, credit rating, etc., thereby achieving maximum deposit.
* A keen analyst with extensive knowledge of financial flow and relation management skills at senior levels for achieving project requirements.
* Proven ability in client-side expectation by achieving error free report.
* Skillful in monitoring, interaction with physical and derivative to ensure management strategies on day-to-day basis.

**EMPLOYEMENT HISTORY:**

* **Cash Flow:** Taking adequate measures to monitor the inflow/outflow of deposits, establishing controls on the daily cash flow movements to cater working capital requirement of the company.
* **Reporting:** Preparing report on daily basis for various capital receiving and internal controls for successful completion of projects.
* Strengthened business by growing customer base while maintaining healthy business relations with existing clients for repeat and referral business.
* Functioned as Senior Associate and assisted in allocating files and communicating up-to-date records for implementation of the plan.
* Provided research to deal with various issues that arise in the execution of tactical plan.

**PROJECT DESCRIPTION:**

Cash posting is a process by which the payments received from insurance companies, patients and other entities, towards settlement of claims, applied to the respective claims/patient accounts or other accounts in the billing system. Cash team receives the cash files (Check copy and EOB) and applies the payments in the billing software against the appropriate patient account. During cash posting, overpayments are immediately identified and necessary refund requests are generated for obtaining approvals. Also underpayments/denials are informed to the Analysts.

**EDUCATIONAL QUALIFICATIONS:**

* **MCA** with 84% in Bharathiyar College of Engineering Technology in Karaikal, Pondicherry University.
* **BCA** with 60% in RVS College of Arts & Science in Karaikal, Pondicherry University.
* **HSC** with 60% in Annai Teresa Govt. Girls Hr. Sec. School, Karaikal.
* **SSLC** with 70% in Nirmala Ranee Girls Hr. Sec. School, Karaikal.

###### JOB ROLES AND RESPONSIBILITIES:

###### Provided flash report review on daily basis, which we can arrest internally any deposit errors and escalate deposits missed to receive.

###### Monitored reducing the batch creation errors to avoid client issues by reviewing the Flash report.

###### Preparing Clarification status log, the response, which we are receiving from Client end on daily basis.

* Worked as a part time **Quality Analyst**.

**TECHNICAL SKILLS:**

* CASH POSTING
* DENIAL MANAGEMENT
* FLASH REPORT
* QUALITY ANALYST
* TALLY 9.0
* MS-OFFICE, MS- WORD

**INTENSHIP:**

* Organization: INFOSYS at Mysore.
* Organization: Indus Enovateur Software Pvt. Ltd., at Bangalore.

**PERSONAL DETAILS:**

Date of Birth : 07/02/1990

Gender : Female

Marital status : Married

Linguistic abilities : Tamil and English

Nationality : Indian

Religion : Hindu

**DECLARATION**:

I hereby declare that the information furnished above is true to the best of my knowledge. I assure you that if my selection considered with your efficiency, I would attend my task diligently and consequently. I will abide with your concern terms and conditions.

**PLACE**  : Dubai

**DATE**  : **(KENYA)**