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| **Suma**  | **E-mail :-** **suma.382889@2freemail.com** |

 Suma

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| Objective | **To enhance my technical skills and do my best for the organization I get in.** |
| Profile**Experience** | * **Two and half years’ experience in Reception Cum Accounts assisting**
* **Three years’ experience as Insurance specialist in Hospital Insurance Dept. Saudi Arabia (Claim Processing and Policy Updating)**
* Handling all correspondence, administration and clerical job.
* Good personality with strong decision- making, customer satisfaction, problem solving, leadership and communication skills.

**SCHOOL OF INFORMATION & INSTRUMENTAION TECHNOLOGY(SIIT), KOTTAYAM, KERALA****JUNE 2015-JANUARY 2018****Role-RECEPTIONIST CUM ACCOUNT ASSISTANT*** Strong leadership & motivational skills proven ability to quickly build reports establish trust & motivate people of all levels to achieve their maximum potential while attaining corporate objectives.
* Experience in responsible accounting & billing positions, consistently assumed increasing responsibilities
* Proficient with accounting package software
* Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
* Answering screening and forwarding incoming phone calls
* Receive, sort and distribute daily mail
* Recognized for professionalism, positive mental attitude, commitment to excellence, & demonstrated ability to communicate & interact effectively with senior management, associate & customers.

**JEDDAH NATIONAL HOSPITAL****JEDDAH, SAUDI ARABIA****Duration-3 year , MARCH 2010-DECEMBER 2012****Role-INSURANCE SPECIALIST****Insurance Dept. – Claim Processing and Policy Updating**Duties & Responsibilities* Responsible for assisting insurance providers for the purpose of verifying eligibility of insurance claims and processing claims
* Work with doctors for determining the insurance coverage and payable claim amount
* Responsible and answerable on processing insurance claims, insurance coverage and billing procedures
* Direct coordination with insurance company via phone calls, online & though electronic systems for the insurance approvals
* Responsible for assisting patients by explaining insurance benefits through proper guidelines
* Worked on **Medicure System** for developing, billing, price updating and maintaining patient insurance details.
* Perform responsibilities of reviewing all enrollment forms and maintain patients confidential information
* Monthly quality check of reports with feedback, and devising action plans to ensure quality operation
* Ensure that the daily targets related to processing, are achieved so that the department meets its KPI (Key Performance Indicator)
* Handle re-work, queries, issues and explanations regarding the statements

 **Techieindex Solutions Pvt. Ltd** **Thalayolaparambu, Kottayam****Duration:-2 year****OCTOBER 2007-JANUARY 2010****Role :- Data Analyst cum Portal Administrator*** Contact companies to get the contents
* Responsible for performing all administrative duties
* Validate contents
* Combine and rearrange materials from different sources, or prepare master copies
* Manipulate existing data, edit current information, or proof read new entries into a database for accuracy
 |
| Educational Qualification | **BSc Mathematics ,PGDCA,CA Article ship completed** |
| Technical Skills |  Familiar with :Tally , MS OFFICE, Internet Operating Systems: Windows  |
| Hobbies and Interests |  **Reading, Listening Music, Singing** **And a particular interest in Computer Software**. |

PERSONAL SUMMERY

* Date of Birth : 26th April 1980
* Sex : Female
* Marital Status : Married
* Nationality : Indian

PASSPORT DETAILS

* Place of issue : Cochin
* Date of Issue : 05/06/2009
* Date of Expiry : 04/06/2019
* Visa Status : Visiting Visa

Declaration

 I sincerely believe in team spirit, hard work and loyalty. I hope the particulars in the attached resume are in line of your requirements and an opportunity would be provided to prove my worth.