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| **Suma** | **E-mail :-** [**suma.382889@2freemail.com**](mailto: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.