

**SUBHA**

**Accountant/Data Entry**

**Operator/Office Clerk/Typist**

**DATE OF BIRTH**

15.03.1977

**EMAIL**

[Subha-397295@gulfjobseeker.com](mailto:Subha-397295@gulfjobseeker.com)

**VISA STATUS**

Visa status- visit Visa expiry-1/2/2020

**SKILLS**

Communication Creativity Team work Administrative

**SOFTWARE**

Ms office

Tally

Word-processing

PROFILE

To be an inspiring professional by being part of a growing organization where my responsibility and hard work will be appreciated contributing to the growth of my skill and thereby help me to serve the society at my best sincerely.

**EDUCATION**

1995-1998 : B.com Co-Operation (Calicut university)

1993-1995 : Pre Degree (Calicut university)

1992 : Secondary School Living Certificate

1995-1996 : Typewriting English- Lower & Higher (Govt. Of Kerala)

2002-2003 : Doa with tally (approved by directorate of

Septi

govt. of india

2007 : Post Graduate Diploma in Computer Application (National Literacy Promotion Council

2011 : Type writing Malayalam (Lower) & computer word Processing (Lower)

2012 : Computer Data Entry with MS Office (Centre for information and advanced technology).

**Work experience**

**2003-2005**

**Punnathura East Pattikajathi Service Co-**

**operative society working as a secretary.**

Accounting –computerised and finalization. Auditing-vouching, ledger, cash book preparation, analysis,

balance sheet preparation.

Bank reconciliation. Maintenance of bank account, reviewing deposits/withdrawals and other bank related transactions.

Co-ordinating day today activities of the society.

**2007-2008**

**Kottachery Service Co-operative Bank Ltd. Performed as a Junior clerk.**

Maintaining records of personal files, Petti cash, Maintaining cash account. Dealing

customers with loan based activities.

Maintaining Gold loan

**2013-2019 General Hospital**

**Performed as Data entry Operator**

**key responsibilities**

Responsible for implementation & proper execution of comprehensive health insurance scheme - Rastriya Swasthya Bima yojana- RSBY / Karunya Arogya Sureksha Padhadhi in the hospital which is being successfully implemented . Ensured quality services from the health insurance counter to the beneficiaries at all points, attending to their queries, responding to various instructions from tpa and insurance company.

* All the necessary medical aid for RSBY patients are provided, right from the time a patient gets admitted in the hospital till the patient is discharged .
* Correspondence with tpa / insurance company for getting approval extensions, pre authorization for certain special cases, timely payment of the claims
* Keeping the records of every transaction of RSBY/KASP beneficiaries, making it available to investigators, and other official and keeping the record of payment (payment floats) from tpa/insurance company to towards each claim and following up of pending claims .
* Preparing the details of denied or partially paid claims for presenting before the district grievance committee for getting payment for cases denied without solid reasons and strict follow-up done

• Correspondence with software experts and ensure uninterrupted service of schemes.

Creating awareness among insurance scheme beneficiaries through ward visits

* Experience with data programme (such as excel, spread sheet)
* Experience using office equipment like printers, scanners
* Data entry administrative co-ordinate to record, submit, update create and maintain data relating to insurance for the patients.
* Data entry skills such as fast typing, and detail familiarity with excel spread sheet cash book etc.

**LANGUAGES**

* 70% English
* 100% Malayalam
* 50% Hindi

Hobbies

* Listening Music Writing and Reading

**DECLERATION**

“ I hereby declare that the information given above is correct is to the best of my knowledge”