KASTON.R

NO, 117 SAGAYAMADHA ST, A.KATTUPADI (POST), VELLORE -632 011

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Mobile No: 9094424717

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OBJECTIVE:

                   To be associated with a progressive Organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional ,use and develop my aptitude to further the Organization’s objectives and also attain mycareer targets  in the progress.

EXPERIENCE: Sims hospital (Srm Institutes For Medical Science)Chennai-26,

 From 2014 Dec to as on date.

 Kauvery Hospital Pvt Ltd..,Chennai :   From February 2013 to Dec 2014.

                  Arul Systems Pvt Ltd..,Chennai:  From January 2011 to 2013 February.

COMPANY PROFILE:  A Multi –Specialty hospital having its parent hospital at Trichy and one of the  Leading Health Care Centre in Chennai.

 A super Multi - Specialty hospital having in 400Bedeed Most and one of the Leading Health Care Centre in Chennai.(Vadapalani-26)

    DESIGNATION:

 Care Coordinator Gr-1  - I.P Billing

 Junior Executive – I.P Billing(2013july to 2014 Dec)

 Billing Asst.-O.P & I.P(2013 to 2013july)

    Job Responsibilities:

                            -Checking the Various Deposits

                            - Checking the Receipts

                            - Sorting out all the patients’ problems relating to billing.

                            - Issuing certificates as per the requirements of the patient.

                            - Handling Internal Audit complaints.

                            - Giving information about the VIPs to General Manager(Operations)

                            -  Handling Doctors Consultation fees and the service charges.

                            - Preparing all cash bills as per tariff.

                            - Collecting Advance & payment from the patient.

                            - Knowledge on public relations.

                            - Knowledge on insurance bills(PPN Packages). Preparing day to day Insurance bills as per tariff.

                            - Updating in-patient bills on daily basis.

EDUCATIONAL QUALIFICATION:

         B.Com in Commerce Madras University (2008-2011)

         + 2 St.Don Bosco Higher Sec.School  (2005-2007)

 COMPUTER KNOWLEDGE:

                                     M.S.Office , MS WINDOWS,  EXCEL

                                     Computer Hardware & Netwroking for Training of 3 Months.

  LANGUAGE’S KNOWN:

                                          Telugu,Tamil ,English & Hindi

   HOBBIES:

                                       Playing Foot Ball, Travelling & Listening Music.

   PERSONAL  DEATAILS :

                                    DATE OF BIRTH       :  29 - 01 - 1989

                                   MOTHER TONGUE :  TELUGU

                                   MARITAL STATUS      :   SINGLE

                                   FATHER NAME           :  RAJAN.E

                                     MOTHER NAME       :  VERONICA.R

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| **REFERENCES** | **Mr.Raja Rao****Chief Manager (Billing)****Kauvery Hospital.****Chennai – 600 004.****Mobile – +973339 62379** |
|  |  Dr.SABEEHA Gynaecologist&Obstetrics **Kauvery Hospital,****Chennai – 600 004,** **Mobile –+9198407 84855** |