



ATHUL MATHEW

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

PERSONAL INFORMATION

Athul Mathew

Phone Number:

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LinkedIn:

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Date of Birth: 05-11-1994

Marital Status : Married

Nationality : Indian

Gender : male

LANGUAGE

- ✓ English
- ✓ Malayalam
- ✓ Hindi
- ✓ Tamil

AREA OF INTEREST

- ✓ Human Resource Management
- ✓ Quality Control
- ✓ Operations
- ✓ Public Health



EXPERIENCE

IP BILLING AND COUSTOMER SERVICE EXECUTIVE ASTER HOSPITAL DUBAI-UAE (22-AUG 2021-)

- Reporting to the working capital manager to focus on intellectual property (IP) billing
- Ensuring bills are dispatched in a timely manner
- Provides prompt customer service, attending all the queries over the phone or welkin patients
- Making cost estimation of procedures for cash patient with the assistance of consultant or nurses
- Checking the approval for the procedures
- Preparing Inpatient list and calling all the Patients day before the date of planned procedures
- Updating self- paying patients regarding the bill.
- Coordinating with the nurses and doctors regarding the patient's information.
- Checking discrepancy in procedures code, Anesthesia & OT timings accordance with OT timing s accordance with OT notes and insurance approval.
- Checking the approval , co pay , limit (if any cash invoices will be separated accordingly)
- Excluding uncovered items & collecting from the patients accordingly
- Follow up with internal insurance department for pending cases on daily basis.
- Researching and appealing denied claims
- Updating Provisional invoice and reporting daily revenue to accounts
- Approaching management for cash discounts.
- Preparing cash bills / package bills (Delivery, Circumcision, ERPC, etc....
- Before discharge making sure all the services /Consignment accordingly ortho cases are entered in the bill
- Following up on unpaid claims within standard billing cycle timeframe
- Providing bills to the Insurance dept. for DRG, CPT code changes and cost revision before discharge for final approval
- Maintaining Record of all discounts papers &refunds
- Handover the late / possible discharges to Emergency after duty hours
- The timely submission of professional medical claims to insurance companies and payers

CUSTOMER SRVICE EXECUTIVE DELTA TRAVELS LLC Sharjah - UAE (Jan 2021-may 2021)

- Manage large amounts of incoming and outgoing phone calls
- Attending incoming and outgoing calls in a professional andfriendly manner, ensuring guest expectations are always exceeded insuring that calls are directed to proper person
- Facilities the efficient arrival and departure formalities for guest
- Ensure all charges for all local and international calls are correct and posted accordingly

SKILLS

- ✓ Admission Counseling
- ✓ Cost estimation
- ✓ Appointment scheduling
- ✓ Confident
- ✓ Good team management & team work
- ✓ Good organizational skills
- ✓ Ability to influence others
- ✓ Adaptable to any situations
- ✓ Good Communicational Skills (Written and verbal)

TECHNICAL SKILLS

- ✓ Microsoft Word
- ✓ Microsoft Power Point
- ✓ Microsoft Excel

- Generate sales leads
- Meet personal / customer service team sales targets and call handling quotas
- Keep customer in-traction records, process customer accounts and file documents

JUNIOR ACCOUNTANT BISMI CONNECT PVT LTD KERALA-INDIA (April 2019 – OCT 2020)

- Analyzed examined and interpreted account records and compiled financial information
- Maintain day by day books of Accounts in SAP
- Maintain bank Reconciliation statement and Reconciliation of Debtors and Creditors
- Preparation of quarterly sale Tax /Vat and filling return
- Paying the employees by receiving and verifying expense reports and requests for advances
- Preparing cheque , maintain accounting ledgers by verifying and posting accounts transactions.
- Coordinated the accounts receivables, payables and reception duties for the location
- Balances and process all cash and banking transactions for the store
- Reconciled and maintain the petty cash book
- Verified the General ledger accounts are accurate on a regular basic
- Preparation and input of month end journal vouchers
- Conducting regular business reviews of financial performance
- Assisting with monthly closing procedure.
- Review of general ledger accounting and passing necessary accounting entries.



EDUCATION

- **MBA HR &MARKETING , ANNAMALAI UNIVERSITY (2019-2022)**
- **BA , CALICUT UNIVERSITY (2016-2019)**
- **PGDIFA–POSTGRADUATE DIPLOMA IN FORIGN ACCOUNTING**



DECLARATION

I hereby declare that the before mentioned information is correct up to my knowledge and I will solely be responsible for any discrepancy found in them.

ATHUL MATHEW