

CURRICULUM VITAE

SACHIN SAVIO ALMEIDA

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Dubai, UAE



PROFESSIONAL SUMMARY

Presentable personality with 13 years career track of Accounts experience: 11 years in UAE & 2 years in India.

I am capable of taking additional responsibilities in my profession for providing timely and accurate information to the management.

WORK EXPERIENCE

BILLING OFFICER – NMC HOSPITAL-DUBAI (01-11-2015 – 31-08-2018)

- Oversee daily Billing Department functions including medical coding, data entry, claims, insurance, payment posting.
- To make bills of all OP and IP patients (Insurance, TPA, etc)
- Billing and Invoicing.
- Refund of Patients.
- Managing the In-patients & Out patient's operations.
- Estimates of Outpatients & Inpatients.
- Verbal/ Written approvals from Insurance Companies – OP & IP
- Submitting the claims through DHPO to Insurance Companies.
- Co-ordinating with medical coders, insurance, nursing and other departments.
- Re-submitting the claims through DHPO to Insurance Companies.
- Admissions and Discharges of all In-patients and maintain the record of the same on daily bases.

ASSISTANT ACCOUNTANT - NMC HOSPITAL-DUBAI (15-03-2007- 31-10-2015)

- Oversee daily Billing Department functions including data entry, claims, insurance, payment posting.
- Billing and invoicing.
- To make bills of all OP patients (Insurance, TPA, etc)
- Document Patient data and medical records and perform routine medical record with insurance company requirements.
- Review the billing of OPD Patients.
- Submitting the claims through DHPO to insurance companies.
- Co-ordinating with medical coders, insurance and other departments.
- Handling of petty cash and allocate the same in the team.
- Attesting sick leave certificate of the Patients.
- Attaching claim form and sending to the insurance company.
- Maintained Patient and invoice files by entering and adjusting data.

ACCOUNTANT- K. TULSIDAS SHENOY (VAT Practitioner) – INDIA (2005-2006)

- Handling data entry of Accounts.
 - Book keeping and VAT return.
 - Preparing & maintain statutory of book of accounts journal, ledger, cash book, stock.
 - Maintaining stock register.
 - Tax payment.
 - Prepared Sales and Purchase Register.
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EDUCATION

- **Bachelor Degree in commerce (B.com) 2001-2004**
University of Mangalore, Karnataka
 - **Board of Higher Secondary Examination (1999 – 2001)**
KSE Board, Karnataka
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KEY SKILLS

- ✓ Strong analytical skills who can improve situations by reasoning and practical solving.
- ✓ A good team player who can co-ordinate well with team members and mingle easily with people a listener with a friendly approach.
- ✓ Hardworking in reaching the target on stipulated time.

- ✓ Able to work accurately in a consequent manner, self-disciplined, hard working.
 - ✓ Experience in application of computer software and knowledge of internet.
 - ✓ Ability of prioritizes and organize functions on daily basis
 - ✓ Have logic and structured problem-solving approach.
 - ✓ Good communication skills and ability to work in a team environment.
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IT SKILLS

- Diploma in Computer Applications
(Windows, Ms-Word, Ms-Excel, Ms- PowerPoint)
 - Certified Professional Accounting
(Tally 6.3, Peach Tree, DacEasy, Financial management, Hi Finance, Banking Software, Pharmacy Software and Point of sale Software)
 - Versed in MS office suite and email applications
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PERSONAL DETAILS

Nationality : Indian

Date of Birth : 23 September 1983

Passport No : J5954511

Visa status : On Visit Visa

Religion : Christian

Marital status : Married

Languages : English, Hindi, Kannada, Konkani

Declaration

I hereby declare all the above information are true to the best of my knowledge and belief.

Place: Dubai

Yours Faithfully
[SACHIN ALMEIDA]