# CURRICULUM -VITAE



**Abhishek Panthri**

Mobile No – 0564625599

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**OBJECTIVE**

To secure the position, which would broaden my skills and challenges my various abilities and to add valuable assets to the esteem of your organization as an active member. To pursue my career in an organization, which should give me an opportunity to learn, grow and nourish my career in future.

Looking forward for a prospective career in FINANCE/ACCOUNTING/**INSURANCE**

**ACADEMIC QUALIFICATION**

* Certified Professional Coder Certificate from AAPC.
* PGDBA (Post Graduate Diploma in Business Administration), Specialization: Finance, in the year 2014 with A Grade from SYMBIOSIS (SCDL), Pune-Maharashtra, India.
* B.B.A. (Bachelors of Business Administration), Specialization: Finance, in the year 2011 from INSTITUTE OF MANAGEMENT STUDIES (IMS), H.N.B Garhwal University, Dehradun- Uttrakhand, India.
* Intermediate in the year 2008 from DAV Public school, CBSE Board, Saharanpur-Uttar Pradesh, India.
* High school in the year 2006 from St. Mary’s Academy, CBSE Board, Saharanpur-Uttar Pradesh, India.

**TECHNICAL SKILLS:**

* Diploma in computer basic (Ability to work with MS Word, PowerPoint and Excel in operating systems such as: Windows 98, Millennium edition and Windows XP,7,8,8.1,10)
* Have knowledge of Computer Accounting Software’s i.e. **SAP, TALLY (5.4,7.2,9.0)**
* Diploma in ACCOUNTS PRO from APTECH
* H.I.S (Hospy-care, Micro-Pro, Vista)

**ABILITIES**

* To work in strong client service orientation and stressful situations.
* To coordinate conflicting priorities with in deadlines.
* To work independently as well as in team environment.
* Sincere and workaholic.

**WORK EXPERIENCE**

* **SHARJAH CORNICHE HOSPITAL, SHARJAH, UAE-(SCHG)**

**Address: 10th Floor, Corniche Plaza 2, Buheira Corniche Road, Al Majaz 1, Al Majaz, SharjahLandmark: Opposite Marbella Resort Zip Code: 21218  
City of Sharjah  
Phone number: +971 6 5751222 Fax: +971 6 5722231**

**Designation**: Insurance Coordinator

**Worked here from:** 5 Dec 2015 to YTD

**EMPLOYMENT PROFILE**

* To obtain approvals for OP & IP round the clock & providing proper information to the concerned doctors and filling them appropriately.
* To prepare (Quotation) cost estimate for Surgery procedure.
* To solve queries of reception and patients, related to new insurance cards, circulars, protocols etc…
* Submission, Re-submission and Reconcile the claims.
* Researched and solve claims and billing services.
* Acquiring specific CPT and ICD9 and ICD10 codes to ensure proper treatment and billing of all detailed procedures.
* Verifying patient Dental, Physiotherapy, Maternity, Chronic condition, Vaccination coverage to ensure they have following benefits or not if yes what limit left to avail service.
* Prepare and submits SOA for monthly submissions.
* Coordinating with Insurances for empanelment of new Doctor.
* Coordinating with Insurances for addition of any service in existing pricelist.
* Finalize and Audit OP/IP Invoices.
* Receipt of claims with proper count from different Opd’s.
* Submitting online claims (XML upload) using ICD-9,ICD-10, CPT Codes monthly.
* Maintaining and Updating Approval status of cases at a centralized location, Hard copies of the same filed appropriately for easy access.
* Settled, Unsettled and Follow-up cases list.
* All insurance invoices and claims scanned saved in the system at a centralized location.
* Forwarding Productivity report for a month to Top level management.
* Forwarding Doctors revenue report for a month to management every month after claims submission.
* Handling two more subsidiary units Doctors Medical Centre & Unicare Medical centre, sharjah.
* **GULF MEDICAL UNIVERSITY & HOSPITAL, AJMAN, UAE**

**In the department of Center for Advanced Biomedical Research and Innovation (CABRI)**

**P.O.Box:4184, Al Jurf, Ajman, UAE**

**Designation**: Insurance & Billing Coordinator

**Worked here from:** 9 Sep 2013 to 31 Aug 2015

**EMPLOYMENT PROFILE**

* IN INSURANCE DEPT.
* Taking Pre-approvals for Investigations if exceeding Op limit.
* Evaluating insurance Card copy & claim form like network covered under hospital or not, proper diagnosis on claim forms.
* Coordinating with sales personals, clinics, Nurses, Dr’s if additional requirement needed to take approval from insurance company for Investigations, like detailed medical report, indications justifying labs, etc.
* Taking Pre-approvals through mailing as well as verbally through phone.
* Take care of limits and labs covered under particular Ins. Company policy, terms & Conditions.
* Claims processing by attaching account receivable invoice, lab reports and all insurance related documents.
* Final verification of processed claim forms.
* Dispatch lot of insurance claim form to insurance company for reimbursement.
* IN BILLING
* Handling client samples evaluating TRF & documents.
* Checking the entire document attached with TRF.
* Evaluation of Insurance documents i.e. Ins. Card copy, Claim form.
* Register TRF in Cabri Accounting software.
* After approved by Ins. Section billing that TRF checking co-insurance.
* Bar-coding & handover sample to core lab.
* Printing labs reports & send to clients.
* Coordinate with clients, Dr’s for various issues.
* Solving queries of client about test price, insurance card network related query.
* **Ranbaxy Laboratories Limited,**

**Paonta Sahib, District: Sirmour**

**Himanchal Pradesh – 173 025, (India)**

Probationary Period : 25 July 2011 to 30 Sep.2011

Worked here from : 1 Nov. 2011 to 30 Nov. 2012

Designation : Consultant in Finance Dept. (Excise & Costing)

**EMPLOYMENT PROFILE**

###### Since November 2011, my services have been retained in RANBAXY LABORATORIES LIMITED Paonta Sahib (H.P.) under (M/s Shree Krishna Associates) as Consultant.

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**Core Competencies**

Customs & Central Excise

* Preparation & filing of Input Stage Rebate Claim.
* Processing of rebate claims at Central Excise Division office Shimla and Commissionerate Chandigarh and finally gets rebate claim cheque from the Excise Dep’t.
* Verifying the Travel & Medical reimbursement bills of Employees.
* Making the detailed list of ARE-2 for final assessment.
* Making the master for Rebate Claim of goods exported under ARE-2 as the format provided.
* Pricing of RM & PM bills for the Rebate claim of goods exported under ARE-2 in the proper format required.

Costing

* RM, PM, INTM code updating / reporting.
* Preparation of Cost sheet.
* Downloading & Reporting various Reports to seeker after converting it in format and presentable form with the help of specified format, Bar Graph, Pie – Chart etc. ( i.e. RM usage for the month/ ytd, PM usage, Yield calculation, Price variance report, Production lead time, W.I.P, Production debit note, Engineering report, Inventory report).
* Downloading & Preparation of Production Report.
* M/s Praveen K Gupta & Co. (Chartered Accountants)

Under the Supervision of CA (Nitin Pahwa & Atul Jain)

IInd Floor, Maya plaza, Opp. Parsvnath plaza, Court road, Saharanpur-247001 (U.P.)-India

Worked here from : Jan 2013 to June 2013

Designation : Consultant

**EMPLOYMENT PROFILE**

* Preparing & Filing Income Tax Returns of the clients; (Computation, P/L acc., Balance sheet, ITR: I, II, III, IV, IVs, V, VI, VII)
* Sales Tax Returns;
* Excise Returns;
* Maintaining client Accounting data & records in accounting software.
* Creating Project Reports.
* Preparing various kinds of contracts; etc.
* Dealing with clients/cases, handling cash, various receipts and payables.

# STRENGTHS

Honesty to Profession, Hard & Smart Working, Ability to work in team, keen observer, Administration Skills, Good Communicator.

**PERSONAL DETAILS**

Father’s Name : Mr. Harish kumar panthri

Date of Birth : June 9th 1991

Marital Status : Married

Language known : English, Hindi, Urdu

Passport no. : J5831835

Nationality : Indian

Visa status : Employment Visa.

Uae DL No. : 637884

**REFERENCES**

Will be provided on request.