DEEPA CARNESH

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SKILLS

Problem-solving

Time Management

sincere and Hard work

Teamwork and Patience

Verbal communication skills

Flexibility

EDUCATION

SSLC AMHS SCHOOL Thirumala

Pre-Degree from Kerala University

Bachelor of Commerce from Kerala University

Certified course Pre Primary Teachers Training

TECHNICAL SKILLS

MS Office, Tally and Type Writing
English Higher

PESONAL QUALIFICATION

Sex   : Female

Husband's Name : Carnesh Kumar

D O B   : 18-05-1981

Nationality   : Indian

Marital status : Married

Visa Status   : Husband Visa

WORK HISTORY

I worked as a Data entry operator for one year at Home Centre LLC (Landmark Group) Dubai.

Job Responsibilities

Get the printed document from the Merchandise department which consists of the final shipment cost and pricing sheet, export expense sheet, invoice details, invoice cum packing list, etc. updating in Back Office Stocks and Sales Systems (BOSS). Create Good Receipt Note (GRN). A goods receipt note (GRN) is created to record the delivery of items from suppliers. A GRN is created against an issued purchase order. When a GRN is created for an item, any pending item quantity for an approved indent request will be automatically issued, Update the stock, update the RSP (Retail Sales Price), Maintain the database by entering new and updated customer and account information. Prepares source data for computer entry by compiling and sorting information. Prepared Daily reports and Finally all reports are sent to the manager.

EXPERIENCE

I worked as Medical Insurance Compiler (BPO) for 4 years at Techno park, Trivandrum.

Job Responsibilities

Sorting out client details by provided Patients Insurance reports(includes):

The lists of account information with details like the patient's name, dates, and claim number. which is a list of the dates and a description provided of the service. The medical services received and from who. Amount of billed Cost of those services. Discounts any money saved by accessing care or medical products from within your plan's network of providers. Amount paid by a health insurance plan. Amount not covered: What costs health plan did not cover. The amount that may have been paid from spending accounts, such as a health reimbursement account (HRA), if applicable.

Complete all assigned data entry requests and tasks within required time frames while maintaining a high level of quality.

Maintain a 99% accuracy rate by assessing dient documents for errors according to standard practices.

Achieving a given target for the company daily /weekly and monthly

Providing training to junior compilers as a mentor.