



## RESUME OF AN EXPERIENCED & PROFESSIONALLY QUALIFIED HEALTHCARE PROFESSIONAL.

Name: **Sharath Kumar, Dubai, UAE.**

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POSITION APPLIED: Patients relations Executive / Guest relation executive / Medical billing executive / Customer Service Executive / Suitable.

### Career Objective

Carry out Administrative duties Efficiently including Patients relationship, billing correspondences, book keeping, customer relations and supplier dealings. Initiate Discussion sharing of ideas with team members. Identifying possible solutions and implementing the same towards the achievement of Organization.

#### Education

Degree	Major	University	Grade	Years
B Com	Commerce	Karnataka	72%	2013-2016
HSC	Commerce	Karnataka	82%	2011-2013
SSC	General education	Karnataka	84%	2010-2011

### Computer skill

MS Office Package (Excel, Word & Power point) Outlook

Internet Handling , Basic Computer / Cashier / Calculator Skills Strong Customer Service Skills

### Experiences

1)

Organization	KIDS CLINIC OF INDIA PRIVATE LIMITED , BANGALORE , INDIA .
Position held	Senior Billing Executive
Duration	August 2018-August 2024 (6-years)

2)

Organization	Sanjeevini Multispeciality Hospital -Bangalore, India.
Position held	Billing Executive
Duration	Feb 2017-August 2018

3)

Organization	HEART CENTRE , BANGALORE , INDIA .
Position held	Receptionist / Billing Executive
Duration	May 2016-Dec 2016

### MAJOR RESPONSIBILITIES

- ⇒ **Billing (OP & IP)**
- ⇒ Claims processing and submission
- ⇒ Generating patient bills and invoices
- ⇒ Insurance verification and authorization

- ⇒ Identifying financial discrepancies
- ⇒ Following up on unpaid claims
- ⇒ Analyzing and interpreting medical codes
- ⇒ Ensuring the accuracy of patient information
- ⇒ Maintain patient confidentiality and privacy
- ⇒ Monitor and date late payments
- ⇒ Ensure proper billing of Outpatient and Inpatient
- ⇒ Answer Customer Queries - Help customers in what they need
- ⇒ Carry out Administrative duties Efficiently including correspondences, book keeping customer relations and supplier dealings.
- ⇒ Initiate Discussion sharing of ideas with team members. Identifying possible solutions and implementing the same towards the Achievement of Organization.

## **SKILLS**

Strong Leadership Skills, Team work, Carryout hard work for the Organization, Ensure Management standing instructions, Excellent communication skills, strictly maintain patient care & hospitality.

## **PERSONAL DETAILS**

Date of birth : 01/05/1995  
Father's name : Karuna  
Religion : Hindu  
Gender : Male  
Marital Status : Single  
Nationality : Indian  
Passport no: : C 1028459 (Valid up to 19/08/2024).

**Visa Status : Visit Visa**

## **LANGUAGES KNOWN**

**English, Hindi, Kannada and Tamil**

## **REFERENCES**

Available on request.

## **DECLARATION**

**I hereby declare that above furnished information's are true to the best of my knowledge and believe.**

**SHARATH KUMAR**