# SONA MANIKANDAN



## CONTACT

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## SKILLS

HTML,CSS

JavaScript, Jquery, Bootstrap, Php

Typing Speed, Accuracy

Time Management

Computer Knowledge

Self Motivated

## LANGUAGES

Tamil

English

## EXPERIENCE

### Source Hov Private Limited
12.4.2019 - Still Now
US Health Care Medical Claim (Quality Checking Process)

Filed and updated patient information and medical records.

Communicated with insurance providers to resolve denied claims and resubmitted.

Reviewed patient diagnosis codes to verify accuracy and completeness.

Liaised between patients, insurance companies, and billing office.

Reviewed patient records, identified medical codes, and created invoices for billing purposes.

## EDUCATION

### Sri Meenashi Government Art's College Women
2016-2019
B. Sc (Mathematics)
74%

### Ponmudiyar Corporation Girls Hr Sec Schools
2015 to 2016
+2
84%

### Ponmudiyar Corporation Girls Hr Sec School
2013-2014
SSLC
94%

## CERTIFICATION

Diploma Web Developer

Certificate Of DGT And CGT (Gandhian Thoughts)

English Junior Level Typing

Computer-Cum-Internet Literacy Programme

## SUMMARY

Entering Customer And account Data Form Source Document.
Compiling, Verifying Accuracy And Sorting Information To Prepare Source Data For Computer Entry.
Reviewing Data For Deficiencies Of Errors, Correcting Any Imcompatibilities And Checking Output.

## OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.