

PRICELA NANSY J

Mob: 9965012499

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Professional Objective:

Looking forward to work in a challenging and professional atmosphere that can exploit my capabilities to the fullest and contribute my best towards the growth of the organization.

PROFESSIONAL EXPERIENCE (OVER ALL – 2 YEARS)

1.VELAN INFO SERVICES PVT.LTD. SINCE JAN 2017 TO JUN 2019

- Project Name : UB04
- Clients : US
- Designation : Medical Billing.

Work Experience: -

- Provider Enrollment end to end.
- Provider Contracting analysis were we providing a contract to the provider under group or to individual provider.
- Collecting all the details of the patient from the client, analyzing it, prepare a bill/invoice within time.
- Handling additional responsibilities consolidation of Status, hourly report.
- Problem solving skills to research and resolve.
- Explaining process documents to New joiners

Roles & Responsibilities: -

- Responsible to achieve daily production targets with 100% accuracy
- Tracking process updates and sharing the same during team huddles
- Allocating work to the team as per the priority
- Maintaining & updating weekly reports and sharing the same to Management
- Worked with major Health Care Organizations in Provider Enrollment Process.

2. SAFE SOLUTIONS SINCE FEB 2020 TO DEC 20

- Designation : Customer Care Executive
- Clients : Government sectors, Bank (All Over India)

Work Experience: -

- Providing digital signature keys to the clients.
- Preparing and participating in tenders for the clients. (both Government and private tenders)
- Collecting personal and professional details for the customer and providing the digital key.
- Attending calls from the clients and rectify the issues regarding key and tender.
- Handling additional responsibilities consolidation of Status, hourly report.
- Problem solving skills to research and resolve.

Roles & Responsibilities: -

- Responsible to achieve daily production targets with 100% accuracy
- Maintaining & updating weekly reports and sharing the same to Management
- Achieve business and organization goals, visions, and objectives
- Tracking process updates and sharing the same during team huddles.

3. DR. SENGOTTAYAN HOSPITAL SINCE JAN 2022 TO TILL NOW

- Designation : Doctor's secretary

Roles & Responsibilities: -

- Accounting
- Fixing appointments and maintaining personal diary for the doctor.
- Answering queries to patients and attending phone calls
- Maintaining birth and death registration under government
- Typing USG scan reports
- Submitting monthly reports and counts to JD office
- Maintain and sterilize USG equipment and procedure room.
- Accurately and efficiently created and maintained all necessary reports, records and files.
- Kept patient log documenting clinical history and findings.

Educational Qualifications:

Course	College/University	Year	Aggregate
B.SC CS	Dr. SNS Rajalakshmi College of Arts & Science.	2013-2016	80%
HSC	St. Mary's Girls Higher Secondary School, Coimbatore.	2011-2013	76%
SSLC	St. Mary's Girls Higher Secondary School, Coimbatore.	2010-2011	85%

SKILLS

- Time Management
- Active Listener
- Fast Learner

PERSONAL DETAILS

Name - Pricela Nansy J
Fathers Name - John Francis
Date of Birth - 23.03.1996
Gender - Female
Marital Status - Married
Languages Known - English, Tamil.
Permanent Address -102, G. V. Ramasamy Gounder Street, Rathinapuri, Coimbatore-641027.

Declaration:

I hereby declare that the above information and explanations are true and correct in the Best of my knowledge.

Place:

Date:

Yours Truly,

(J. Pricela Nansy)