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| Resume |
| |  | | --- | | Address : D-401 Vishwascity -6, Near Auda Water Tank, Satyamev Vista Road, Gota, Ahmadabad, Gujarat, 382481 |   Shilpa Patel |
|  |
| **Mo- (910) 614-2828, Email- 84shilupatel@gmail.com** |
| **4/18/2019** |

* **WORK EXPERIENCE**

1. **I GLOBAL SERVICES , Ahmadabad, Gujarat**

***Position: Medical Billing, May 2012 - Present***

· Retrieve patient medical records for physicians, technicians, or other medical personnel.

· We doing billing and send claim to insurance companies. We received payment and post them in our software. Case posting. Charge posting, Patient payment posting, Eligibility verification, Web base AR, Patient statement, open credits etc.

1. **DR. BABA SHAEB AMBEDAKAR OPEN UNIVERSITY., Ahmadabad , Gujarat**

***Position: Administrator, Apr 2011 - Apr 2012***

· Check syllabus and dispatch to collages, prepare attendance report, create monthly revenue report. Co-ordinate with student and collages because this is distance learning's university. Prepare record how many students in which colleges in which course. Fees report preparation. All file work like, admission, MOU,

1. **DEPUTY MAGISTRATE OFFICE , Unjha, Gujarat**

***Position: Computer Operator, Mar 2003 - May 2005***

· Here Revenue and land record department So I enter farmers and land detail in software village by village. And maintain soft data in computer.

* **EDUCATION**

1. HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY

Patan, Gujarat

P.G.D.C.A Computer Applications (Mar 2006)

· GPA: 68.0

1. HEMCHANDRACHARYA NORTH GUAJARAT UNIVERSITY

Patan, Gujarat

M.A. Arts (Jun 2005)