

SWETA MONDAL

DOB-02/09/2004

Experienced Medical Billing specialist with a strong background in handling US clients. Proficient in handling night shift operations, demonstrated ability to work under pressure, and provide exceptional support and customer service to healthcare providers and patients.

SKILLS

- Excellent Communication Skills
- Time Management
- Multi Tasking
- Problem Solving

INTERESTS

- Meditation
- Singing
- Dancing

EXPERIENCE

SUN KNOWLEDGE (SEP 2022 - SEP 2024) PROCESS ASSOCIATE

It is a US Based Medical Billing Company where I was responsible to interact with insurance and patients by addressing patients' queries and concerns regarding their services.

ACHEIVEMENT

Won Performer of the month in Oct 2023

EDUCATION

Higher Secondary Education (2022)
G.B. Memorial Institution, WBBHSE

Secondary Education (2020)
G.B. Memorial Institution, WBBSE

LANGUAGES

Excellent Command in English

Fluent in Hindi

CONTACT

Email: sweta02mandal@gmail.com

Phone: 7439563853

Address: Natunaht Vivekananda Park,
Kolkata, West Bengal
Pin-700141