

# IGOR KRSTEVSKI

## Personal Info

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## Professional Summary

- About me: I'm very serious and dedicated at any task that I get. I'm always eager to learn new stuff as well as practice the things I already know, in order to gain more expertise. I've been working with data entry and medical billing (quality control) for a while now and it has a lot of new opportunities all the time, which is very motivating and inspires me to continue working along with gaining new knowledge.

## Skills

**Fitness Industry****Social Media and Net****Computer proficiency****Leadership exp.****Communication skills****Problem-solving A.****Flexibility**

## Employment History

**Medical QC Biller, Taskforce BPO. Bitola, Macedonia**

Oct. 2018 - Present

- Checking eligibility and benefits verification for treatments, hospitalizations, and procedures.
- Preparing, reviewing, and transmitting claims using billing software, including electronic and paper claim processing.
- Calling insurance companies regarding any discrepancy in payments if necessary
- Identifying and billing secondary or tertiary insurances.
- Resolving denied claims no matter the reason code found on the EOB – (Experienced working with Medicare, Medicaid, Molina, Humana, UHC, Aetna, Cigna, Medical Mutual, Blue Cross Blue Shield and many more Insurance carriers)
- Reviewing accounts for insurance of patient follow-up. ◦ updating cash spreadsheets, and running collection reports.
- Researching and appealing denied claims.
- Very good experience on Practice Velocity system (PVM), EMA and Trizetto, Waystar and DCTap

## Languages

**Spanish**

- Reviewing customer feedback and understanding customer demands and expectations of products and services
- Monitoring operations to ensure that they meet production standards
- Record and Report Issue
- Support Process Improvements
- Identify Product Defects

**SUPPLY DEP. MANAGER, Grand Lake Lodge. Grand Lake, CO, United States**

May. 2017 - Oct. 2017

- Identifying, acquiring, and managing resources and suppliers that are essential to the operations of an organization.
- Relation with suppliers
- Merchandising - Managing stuff
- Recruiting and training new stuff
- Account analysis
- Provide constructive feedback
- Suggest solutions for process improvements
- Keep track of logistics and update the company's inventory

**SUPPLY DEP. MANAGER, Grand Lake Lodge. Grand Lake, CO, United States**

May. 2016 - Oct. 2016

- Organizing all kinds of supplies in a whole season
- Relation with suppliers
- Merchandising - Managing stuff
- Recruiting and training new stuff
- Account analysis
- Provide constructive feedback
- Suggest solutions for process improvements

**HOUSEKEEPING MANAGER, Bonita Beach Hotel. Ocean City,MD,  
United States**

May. 2015 - Oct. 2015

- Supervise work activities of cleaning personnel to ensure clean, orderly, and attractive rooms in hotels, hospitals, educational institutions, and similar establishments.
- Assign duties, inspect work, and investigate complaints regarding housekeeping service and equipment and take corrective action.
- May purchase housekeeping supplies and equipment, take periodic inventories, screen applicants, train new employees and recommend dismissals.

**ACCOUNTANT, REK - BITOLA. Bitola, Macedonia**

Aug. 2014 - Sep. 2014

- Preparing accounts and tax returns
- Administering payrolls and auditing financial information.
- Controlling income and expenditure.
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements.
- Dealing with insolvency cases
- Managing colleagues, workloads and deadlines.



## Education

**Faculty of Economics - Prilep, Prilep, Macedonia**

MBA, BANKING AND FINANCIAL MANAGEMENT, Mar. 2018

**SOEU - Jane Sandanski - Bitola, Bitola, Macedonia**

High School Diploma, Banking and financial management, Jun. 2013