

CURRICULUM VITAE

PURNOTAYA BARIK

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CAREER OBJECTIVE:

To give you the best with my full capability, firm determination, positive thinking and seeking a challenging career position, where unique blend of my talents can be effectively utilized by a company offering long-term opportunities for professional growth in recognition of my prior experience & analytical skills, dedication and superior performance.

EDUCATIONAL QUALIFICATION:

Examination Pass	Board/University	Year of passing	% of Mark
10 th	HSC	2001	66%
I.COM	CHSE	2003	55%
B.COM	Utkal University	2006	60%
MBA	ICFAI University	2009	60%
PGDCA	NICT	2006	72%

SUMMER PROJECT EXPERIENCE:

- Organization : ICICI Bank ltd
- Position : Selling of savings accounts or fixed deposit account as well as increasing customer database.
- Job profile : Sales Executive.
- Duration : 4 months i.e. from 15th March to July 15th.

ACADEMIC PROJECT UNDERTAKEN:

- A study on effectiveness of advertising and personal selling on industrial product.
- A study on the effectiveness of team work in an organization
- A study on job analysis of a servicing or a manufacturing company.
- A study on impact of stock market volatility on specific sector indices

PROFESSIONAL EXPERIENCE:

- ❖ **Sys Information Healthcare India Pvt. Ltd. from 17march 2014 to 3rd march 2015.**

Designation: - Sr. financial executive.

Responsibilities:-

- Handling accounts related matter like preparation of vouchers, posting ledger, entering purchase, sales, payment, and receipt vouchers.
- Handling cash and also maintain petty cash.
- Prepare all expenses related vouchers.
- Prepare reconciliation statement of bank.
- Handling all purchase bill and process it for payment.

- Also making bank related work opening of employee account, contact the bank people.

❖ **SB Medical Billing Pvt. Ltd from 1st June 2012 to 10th Feb 2014.**

Designation: -Junior Billing Executive

Responsibilities:-

- Downloading Explanation of Benefits (EOB's) from client system, post the payment accordingly.
- During payment posting capture the Denials claim and send it to the Denials team.
- During the payment posting overpayments are immediately identified and take Necessary refund is generated for obtaining approvals.
- Collect all the information necessary to prepare insurance claims, check claim status from insurance website and Post and reconcile insurance and patient payments, print patient statement.
- Bill patients for their responsible portions.
- Understand Co pays, Coinsurance, & Deductibles.
- Verifying Eligibility for Insurance ((Medicare as well as other insurances), Enter patient demographic and insurance information into the medical billing software.
- Achieve the daily productivity target with accuracy.

❖ **S&B Enterprise from 1ST March 2011 to 31ST may 2012**

Designation: - “Medical biller” as trainee.

Responsibilities:-

- Downloading Explanation of Benefits (EOB's) from client system, post the payment accordingly.
- During payment posting capture the Denials claim and send it to the Denials team.
- During the payment posting overpayments are immediately identified and take Necessary refund is generated for obtaining approvals.
- Collect all the information necessary to prepare insurance claims, check claim status from insurance website and Post and reconcile insurance and patient payments, print patient statement.
- Bill patients for their responsible portions.
- Understand Co pays, Coinsurance, & Deductibles.
- Achieve the daily productivity target with accuracy

❖ **ICICI Bank Ltd. From 28th Jan 2009 to 12 Feb 2010.**

Designation: - Business Development Executive.

Responsibilities:-

- Selling banking multi products (saving accounts, salary account, current account), maximizing accounts profitability through cross selling company's other products such as insurance, fixed deposits, and mutual fund and. Handling customer queries and providing feedback. In all opening Pay, saving accounts ,Salary Accounts, current account Sales & Marketing Banking Products, Developing relations with Customers.

- Analyzing the Bank's monthly sales target and giving the individual target to each sales executive including me.
- Generated new business & achieved targets.
- Responsible for directing all sales programs like- setting goals for the staff, establishing training programs for them, analyzing their performance and motivating them to meet their goals Responsible for handling all the sales staff
- Reporting to the senior management regarding the performance.

COMPUTER SKILLS:

- Basics (MS-Word, MS-PowerPoint, MS-Excel) Internet Concepts.
- ERP: SAP R/3 (FICO) 6.0
- Accounting Package.(tally 9.0)
- Good typing speed.
- Knowledge in SAP in FI Module:

Enterprise Structure:

Defining Company, Company Code, Business Area, Fiscal Year, Chart of Accounts, Account group, Posting Periods, Defining Document Type And Number Ranges, Tolerance Groups.

General Ledger Accounts:

Creation of Chart of accounts, Master Records, Posting of Transactions and Displaying Document. Creation of Holding, Parking, Sample, Recurring Documents.

Accounts Payables:

Creation of Vendor Accounts Groups, Purchase Invoice Posting, Advance Payments, Creation of House Banks, Automatic Payment Program.

Accounts Receivables:

Creation of Customer Account Groups, Customer Master, Sales Invoice Postings, Defining Dunning Areas.

Asset Accounting:

Chart of Depreciation, Specify Account Determination, Create Screen Layout Rules, Define Asset Class, Creation of GL Accounts (For Fixed Assets, Accumulate Depreciation, Profit on Sale of Asset Etc.) Integration with GL Accounts, Maintain Depreciation Key available, Creation of Asset Master, Acquisition of Asset and Depreciation Run.

PERSONAL SKILLS:

- Good team work quality
- Ability to communicate and to convince people for the right cause.
- Comprehensive problem solving abilities & willingness to learn.
- Always positive and confident.

LINGUISTIC:

English, Hindi, Oriya (Read, Write and Speak)

STRENGTH:

Always positive and confident to achieve the goal.

PERSONAL PROFILE:

Name : Purnotaya Barik

Father's Name : Mr. Pravakar Barik
Date of Birth : 3rd June 1985
Marital Status : Married.
Nationality : Indian.

DECLARATION:

I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Date –
Place - Bangalore

Purnotaya Barik
Signature