

CURRICULAM VITAE

Priyanka. K

No.187, M.R.S Palya Nandi Durga Road
Benson Town Post,
Bangalore-560046

Mb no: 7406636055
Email :

kumarpriyanka372@gmail.com

CAREER OBJECTIVE:

To use my potentials and talents for the best of purpose in any organization I serve. I look forward to associate myself with an organization where the opportunity to share, contribute & upgrade my knowledge, development of self and organization served.

ORGANISATION AND DESCRIPTION:

Working in Manipal Hospital Bengaluru Pvt Ltd. As a Senior Executive in Billing Department, from February 2016 to till date.

WORK EXPERIENCE:

7 years in Out-Patient Billing.

DETAILS OF RESPONSIBILITY

- To carry out the day to day activities at the Billing Department.
- Update and prepare final inpatient bills and following up for collections.
- Cash Tallying and submitting to the bank on daily basis.
- Updating & cross verifying the bills before discharging the patient.



- Addressing the Customer queries regarding the bills and other issues related to customer care.
- Coordinate with consultants and other departments for the smooth work flow.
- Handling Corporate Billing and maintaining the Accounts.

EDUCATIONAL QUALIFICATIONS:

- 2015: Studied B.Com in Indo Asian Academy Women's Degree College.
- 2012: Completed PUC in Seventh-Day Adventist PU College.
- 2010: Completed SSLC in Seventh day Adventist High School.

Additional Courses completed:

- Ms Office XP : Ms-Word, Ms-Excel, Ms-Power Point, TALLY

STRENGTH:

- Ability to learn from mistake
- Excellent communication skills.
- Anticipate and respond quickly to the dynamic environment.
- Strong interpersonal skills to achieve common goals & find winning solutions.

PERSONAL INFORMATION:

Name	: Priyanka.K
Father's Name	: D.Kumar
Date of Birth	: 09/02/1994
Address B'lore	: No.187, M.R.S Palya Nandi Durga Road Benson Town Post
Nationality	: Indian
Religion	: Christian
Sex	: Female



Marital Status : Single

Languages Known : English,Kannada,Tamil & Telugu

Hobbies : Listening music,Traveling ,Gardening & Painting

DECLARATION

I hereby declare that the information given above is genuine to the best of my knowledge.

Date :

Place : Bangaluru

(Priyanka.K)

