

KOMAL PRAJAPATI

D-403, Jyoti Residency, Near Navyug School, Behind SRP Quarters, Naroda Patiya, Ahmedabad-382345, India | (706) 946-4100 | prajapatikomalo494@gmail.com

SUMMARY

Billing Executive with 7 years of experience is looking to secure a position within an established organization with a stable environment that will lead to a lasting relationship in the field of Health Care. To work in a professional organization and utilize my abilities bringing success to my employer, as well as expanding my knowledge.

SKILLS

- Payment processing
- Problem resolution
- Drawer Balancing
- Powerful negotiator
- Communication skill
- Positive attitude and willingness to learn
- Punctual
- Flexible
- Creative
- Team Player
- MS Office
- Honest
- Humble
- Strong verbal communication

EDUCATION

High School

2012

Kendriya Vidhyalaya No.2, Ahmedabad Cantt

Ahmedabad, GJ

Accounting - Bachelor of Commerce

2015

H K Commerce College

Ahmedabad, GJ

WORK HISTORY

Billing Executive

April, 2016 to Present

Retina Foundation Hospitals Pvt. Ltd.

Ahmedabad, GJ

- Receive payments by Cash, Cheque, Card, UPI, Online account transfer, etc.
- Managing all the cash transactions of OPD and IPD.
- Maintaining daily account of the daily transactions.
- Balancing the account at the end of each day.
- Preparing the CGHS and Corporate billing.
- Was able to effectively respond to patient's requests via phone and email, as well as answer questions and inquiries.
- Increased customer satisfaction by solving payments issues.
- Keep a record of outstanding amount of patient's bill and call them for collecting the outstanding amount.
- Daily handover the whole cash collection of OPD and IPD.
- Had an excellent attendance record and was always on time for work.

CERTIFICATES

- Paramedics Awareness & Training Program (PAT)
- Basic Life Support (BLS)
- Fire Prevention