

**SHEEBA.M**

NO : 17/10, AGATHI KRISHNAPPA CHETTY ST,  
GANDHI ROAD  
VELLORE-632004

MOBILE - 7871954150, 9514560081

**E –Mail :** [Shreesheeba95@gmail.com](mailto:Shreesheeba95@gmail.com)

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**OBJECTIVE:-**

To work and grow in your organization to utilize my skill and expertise for the development of your organization and grow with its expanding horizons.

**EDUCATION:**

- ❖ DCT (Diploma in Computer Technology with 79% from the Sri Venkateswara Polytechnic College, Vellore. (passed out 2016)
- ❖ SSLC (passed out in 2010) with 70% Gov. (Mpl) Girls Hec sec School, Vellore.

**EXPERIENCE :**

**AGS (Adroit Global Solution) Health Care**

Precise, efficient medical billing professional with over 7 years of experience in inpatient, outpatient, and physician medical billing. Specialize in filing accurate claims, adjusting rejected claims, and understanding insurance contracts, appeals and EOBs. Additional experience in Quality Control more than 4 years.

**Core Qualifications**

- Medical Billing
- Posting and Balancing
- Insurance Contracts, Appeals, EOBs
- Confidential Records Maintenance
- Accounts/Claims Reconciliation
- Quality Control
- Knowledge of HMOs, Medicare and Medicaid

**Duration** : From May 09<sup>th</sup> 2016 to till Now (Total 7 Years)

**Designation** : Quality Analyst

**Location** : Vellore.

**TECHNICAL SKILL :**

- MS Office
- Ability to handle Multiple Process.

**ACHIEVEMENTS:**

- Promoted as Process Associate to Quality Analyst in AGS Health
- Appreciated 3 times as Best Quality Analyst as in same office
- Pinnacle performance recognition award towards Business Deliverables.

**INTERPERSONAL SKILLS :**

- Ability to built-up relationship and set up trust.
- Confident , self-determined,flexible.
- Ability to adopt the different situations.
- Smart work, Time Management and Team Player.

**PERSONAL DETAILS:**

- Name : M.SHEEBA
- Father's Name : T.S.Mahendiran
- Date of Birth : 10.12.1995
- Sex : Female
- Marital Status : Married
- Languages Known : Tamil, English & Telugu
- Nationality : Indian

**DECLARATION:**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Thanking you,

Yours faithfully,

Place: Vellore

**(M.SHEEBA)**

Date: