

**SHRUTHI . S**

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*Intend to build a career in leading corporate environment with committed and dedicated people which will help me to improve my skill and knowledge and also to realize my potential* **.**

**Location Preference :** Bangalore

**PROFILE SUMMARY**

Accounts receivable analyst with 5+ years of experience and managing accounts receivable functions offering strong expertise in contract negotiation, financial reporting and accounting billing and collection systems, adapt at analyzing account payment histories, scheduling payment, Time lines & Communicating with clients to minimize aging accounts and increasing revenue flow.

**ACADEMIC DETAILS**

* M.Com : Kuvempu University (Pursuing)
* B.com : R.P.A First Grade College, Bangalore University
* PUC : BSVP College, Bangalore University
* SSLC : Sri Lal Bahadur Shastri School.

**IT SKILLS**

* Expert in Microsoft office (Word, Excel, Powerpoint & M S Access)
* Tally, ERP 9

**WORK EXPERIENCE**

* + Organization : Omega Health Care
  + Designation : Process Executive
  + Client : A / R Mckesson
  + Experience : 1.5 Years
  + Organization : AVC Informatics Pvt. Ltd.
  + Designation : SR. Process Executive A/R
  + Experience : 5+ years

**ROLES & RESPONSIBILITIES**

* + Preparing Re-consideration and Medical records Via Fax & PLD for Insurance based on the client.
  + Communicating with insurance customers via phone & mail.
  + Preparing aging report, collection of payments, maintaining cash receipt.
  + Ensure timely payment , collection for payment which are denied and maintaining accurate record of transaction.
  + Maintaining up to date billing system.
  + Assisted in the resolution of payment issues by contacting clients.
  + Computed a wide range of basic accounting task in accordance with standard procedures including general accounting task .
  + Analyzed & identified diligent customers various means including skip tracing, phone contact, written correspondence, made arrangement for payments.

**PERSONAL DETAILS**

* + - Date of Birth : 05 MAY 1995
    - Languages Known : English, Kannada Telugu, Hindi and Tamil
    - Address : #16 C , 2nd Floor, 3rd Cross, Manjunatha nagar,

Magadi Road, Behind Prasanna Theatre, Bangalore- 560023.

Place: Bangalore

Date: Your’s faith fully

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