GEETHA U

Vellore, Tamil Nadu.

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**PROFESSIONAL BRIEF AND PROFILE PREFERENCES**

Aspiring to work with an organization that offers a responsible position where I can utilize my skills and capabilities to carve a niche for myself and effectively deliver towards contributing to the organization’s aspirations and also enhance my personal growth through continual upgrading of knowledge

**ACADEMICS**

* Passed **Bachelor of Commerce (BCom)** from Annamalai University, Vellore, Tamil Nadu.

# Years Passed: 2012

**WORK EXPERIENCE**

**Name of the Company: SRI NARAYANI HOSPITAL, VELLORE**

# Role: Billing Executive & Receptionist from October 2012 to July 2016

The responsibilities assigned to me included the following:

* + Handling of Daily Cash Transaction in coordination with Accounts Department.
  + Patients’ Accounts Maintenance in detail and record keeping.
  + Maintaining Patients’ Admission and Discharge Records.
  + IPD Billing and Front Desk Management
  + Doctor Coordination for In-Patient follow-up

# Name of the Company: GG SUPER SPECIALITY HOSPITAL, Nungambakkam, Chennai

**Role: Billing Executive from July 2016 to January 2017**

The responsibilities assigned to me included the following:

* + Handling of Daily Cash Transaction in coordination with Accounts Department.
  + Patients’ Accounts Maintenance in detail and record keeping.
  + Generation of Discharge Summary and Post Discharge for documentation and estimation
  + Maintaining Patients’ Admission and Discharge Records.
  + IPD Billing and Front Desk Management

# Name of the Company: SAVITHA MEDICAL CENTER, Thandalam, Chennai

**Role: Billing Assistant from February 2017 to November 2019**

The responsibilities assigned to me included the following:

* + Handling of Daily Cash Transaction in coordination with Accounts Department.
  + Patients’ Accounts Maintenance in detail and record keeping.
  + In Patient Coordination and Insurance Process coordination
  + Maintaining Patients’ Admission and Discharge Records.
  + IPD Billing and Front Desk Management

# Name of the Company: DR. KAMACHI HOSPITAL, Velachery, Chennai.

**Role: Accountant from November 2019 to August 2020**

The responsibilities assigned to me included the following:

* + Payroll and Salary.
  + Hospital Records Maintenance and Tally.
  + Purchase and Sales Transactions Maintenance.
  + Reports Generation.
  + General Accounts with Accounts Department.
  + Patients’ Accounts Maintenance in detail and record keeping.
  + In Patient Coordination and Insurance Process coordination.
  + Maintaining Patients’ Admission and Discharge Records.
  + IPD Billing and Front Desk Management.
  + Checklist Preparation for Surgery.
  + In Patient Coordination and Insurance Process coordination.
  + Doctor Coordination for In Patient follow-up.

# Name of the Company: Green City Hospital, J P Nagar, Bengaluru

**Role: Accountant From September 2020 to Till Date**

The responsibilities assigned to me included the following:

* + Payroll and Salary
  + Hospital Records Maintenance and Tally
  + Purchase and Sales Transactions Maintenance
  + Reports Generation.
  + General Accounts

# Personal Skills

Excellent communication, Smart working, Quick Learning, Ambitious, Creative, Team Spirit, Hard worker, Disciplined, resolution to Customer Queries.

# Technical Skills

* MS Office
* Good Typing Skills
* Tally 9 ERP

# Areas of Interest

* Administration
* Accounting and Finance

# PERSONAL INFORMATION

* Father’s Name : **UMA SHANKAR.K**
* DOB : **14.04.1992**
* Languages Known : **TAMIL, ENGLISH, KANADA, HINDI, TELUGU**
* Marital Status : **Married**

# HOBBIES

* Shuttle Cork
* listen Music

# DECLARATION

I hereby declare that the above-mentioned information is true and correct up to my knowledge.

**Date:**

**Place:**