

## **JOSHUA.A**

Address: Mariamangalam (V),  
Thomayarpalayam (P),  
Kollegal (Tq),  
Chamarajnagar (Dist).  
Pin Code – 571439  
**Mobile:** +918150024088  
**Email:** joshu1091@gmail.com

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### **CAREER OBJECTIVE**

Aim to be associated with a progressive organization that gives me scope to update my knowledge and skills in accordance with latest trends and be a part of team that dynamically works for the growth of the organization.

### **DUTIES AND RESPONSIBILITIES:**

Responsible for receiving and recording all Outpatient and Inpatient Billing transactions  
Responsible for all Outpatient cash and credit billing  
Responsible for reconciliation of cash, cheque, and card transactions and Remittance to main cashier.  
Responsible for inpatient cash and credit billing as per the MOU terms and conditions  
Responsible for NEFT reconciliation of IP credit bills  
Ensure all outstanding bills are settled within the credit period.  
Adequate knowledge of Insurance Management

### **PROFESSIONAL EXPERIENCE**

Working as a Billing Executive From 06th Feb 2017 to till date

### **Education :**

B.com	Sri .Mahadeshwara Govt 1 <sup>st</sup> Grade college .Kollegal	2015
PUC	Sri .Mahadeshwara PU Govt college Kollegal	2012
SSLC	St.Thomas Rural HighScool, Thomayar Palyam	2009

**COMPUTER SKILLS:**

Basic computer skills  
Tally

**INTERPERSONAL SKILLS :**

Strong mathematical skills ,  
Excellent Speed And Accuracy Attention to detail,  
Knowledge of proper cash handling procedures,  
Good team worker  
Proficient with Microsoft word and excel, Data entry skills.

**Languages known:**

English, Kannada, Tamil

**PERSONAL PROFILE :**

<b>Name</b>	:	Joshua A
<b>Date of Birth</b>	:	10-01-1991
<b>Father's Name</b>	:	Amal Raj
<b>Mother's Name</b>	:	Jayarakini
<b>Religious</b>	:	Christian
<b>Nationality</b>	:	Indian

**DECLARATION :**

I Hereby Declare that the Above Information is True to the best of my knowledge

Date :

Place :

(Joshua A)

