

RESUME

JAYANTHI.K

Mobile No: 9176158218

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Objective:

Looking for a position that will build on my skills and provide me with sample scope for growth and contribute to the organizational goals by effectively using the conceptual skills and knowledge through education and work experience.

Work experience:

Company name	DELL SERVICES	ACCESS HEALTH CARE
Domain	Healthcare – Team Member	Healthcare – Team Member
Period	Aug 2010 - May2013	May 2013 - Feb 2016
Role	Data entry sr. REP	Senior Billing Executive
Work Location (s)	Chennai	Chennai

Responsibilities:

- Analyse the claim of both insurance and patient cheques
- Validate the deficit/surplus amount of the claims
- Claim analyses and batch processing

Personal Skills:

- Good presentation skills

- Team facilitator

Knowledge in process:

- Payment posting
- Correspondence
- Electronic remittance advice

Technical Qualification:

- Type writing(Lower in English)

Academic Qualification:

- Bachelor of computer application in Madras university (2007-2010) with 60.2%

Personal information:

- Date of Birth : 08:12:1988
- Gender : Female
- Husband name : Kanagaraj. S
- Marital status : Married
- Languages Known: English, Tamil.
- Address : No 69 Annai mugambaikai nagar,
Kattankulathur,
Chengalpattu - 603203.

Declaration:

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

PLACE: Kattankulathur
DATE:

Yours Sincerely,
(K.JAYANTHI)