



## Surutheen Balaji J

AR Executive

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### Experience

**Omega Healthcare Management Services**  
AR Executive (2022-present)

### Tamilnadu Public Work Department

Technical Assistant  
(Aug 2020- Aug 2022)

Graduate Engineering  
Trainee  
(Aug 2019- Aug 2020)

### Education

**Prist University**  
**B.Tech** (Civil Engineering)  
(2014-18)  
Aggregate – 7.4 CGPA

### Higher Secondary

Campion Anglo Indian Higher  
Secondary School  
(2012-13)  
Aggregate – 80%

### Summary

Dedicated AR Executive with expertise in denial management, benefit, and eligibility verification, seeking a challenging role to leverage analytical skills and contribute to seamless end-to-end processes in a dynamic healthcare environment.

### Professional Experience

#### AR Executive

- Expertly managed denial management processes, resolving complex claim denials through proactive analysis and corrective actions.
- Led benefit and eligibility verification procedures, ensuring precise billing and streamlined claims processing.
- Optimized end-to-end accounts receivable operations, enhancing efficiency in billing and collections.
- Consistently met or exceeded high-volume workload targets, demonstrating effective time management and prioritization skills.

#### Technical Assistant

- Spearheaded technical assistance initiatives in the Public Works Department, specializing in civil financial management processes.
- Played a key role in implementing and maintaining advanced financial software solutions for streamlined budgeting, accounting.
- Conducted regular audits and assessments to ensure with financial regulations and optimized cost-effective practices within the civil projects.

### Skills

- Denial Management
- Benefit and Eligibility Verification
- End-to-End Process Optimization
- Data Analysis and Reporting
- Communication and Collaboration
- Results-Oriented Achievements
- Regulatory Compliance
- Adaptability