B.AZMATHULLA

Email:-bsazmathulla50@gmail.com, Mob:-8074

**CAREER OBJECTIVE:**

To handle and reach a challenging position in a dynamic progressive organization. Where I can put my abilities and contribute to the both organization and personal growth.

**QUALIFICATION:**

* Bachelor of Arts in S.S.RDegreeCollege, Nizamabad – 63%
* Board of Intermediate HEC in C.S.IJunior College, Nizamabad-58%
* S.S.C (Govt. of A.P.) Nandi Pragathi High School, Nandipet-65%

**COMPUTER SKILLS :**

* Diploma in Computer Applications.

**EXPERIENCE:**

* Hospital Field **11**Years Experience.

**INDUSTRY EXPERIENCE :**

* Working as a **Assistant Insurance Billing Manager, Olive Hospitals** at Nanalnagar, Mehdipatnam, Hyderabad from Jan 2018 to till date
* Worked as a **Senior financial counselor(cash & credit) Continental Hospitals** at Nanakramguda, Gachibowli, Hyderabad from Jan 2016 to Dec 2017
* Worked as a **SeniorBilling executive(cash & credit) American Oncology Institute** at Sherlingampalli , Hyderabad from Jan 2013 to Jan 2016
* Worked as a **SeniorBilling executive(cash & credit) Narayana Hrudayalaya Hospital** at Jeedimetla, Hyderabadfrom Jan 2010 to Jan2013
* Worked as a **Front office Executive** in **Rainbow Children’s Hospitals**Banjara hills, Hyderabad from 25th Jun 2007 to Feb 2009
* Worked as a **Receptionist& Computer Operator** in **Sri Pragna Realtors (P) Ltd**Punjagutta, Hyderabad from Aug 2006 to Feb 2007
* Worked as a **Receptionist & Computer Operator** in **M.S Enterprises**, SR Nagar, Hyderabad from June 2005 to July 2006
* Work Experience in **Continental Hospitals**, Hyderabad from Jan 2016 to tilldate, Designation: **Senior Financial Counselor** (Cash and Insurance)

**Responsibilities:**

* Counseling the patients as per tariff (Cash & Insurance)
* Monitoring cash and insurance bill updating day by day as per bill amount
* Coordinating with doctors regarding cases
* Processing of insurance which includes writing and raising pre auth’s to various insurance companies
* Following up with insurance company’s regarding claims
* Resolving issues related insurance
* Preparing duty roaster for financial counselors
* Maintaining daily activity chart
* Work Experience in**Narayana Hrudayalaya Hospitals**, Hyderabad from Jan 10’ to Jan 2013 Designation: **Senior BillingExecutive** (Cash & Corporate)
* Work Experience in**American Oncology Institute** Hyderabad fromJan 2013 toJan 2016

Designation: **Senior Billing Executive** (Cash & Corporate)

**Responsibilities:**

* Preparation of Insurance Bills as per Hospital Tariff.
* Responsible for Overall coordination with Insurance Companies &Corporate.
* Correspondence with TPA’s for Cashless Approvals & Settlement of In-Patient Bills.
* Preparation of Bills as per Insurance agreed Tariff and Policy terms and conditions.
* Submission of all Credit bills with all required documents in Corporate’s (TPA’s)
* Reply to patient’s queries through E-mail / Portals.
* Explain about the Special Packages provided by the management**.**

**STRENGTHS:**

* Good and dedicated working nature in reaching targets.
* Good leadership qualities with communication skills.
* Ability to deal with people diplomatically.
* Comprehensive problem solving abilities.
* Willingness to learn.
* Maintain to all Cash & Insurance administrative records.
* Ability to work in a team environment.

All of my experiences have given me crucial skills that add to my success. I am able to work in an office environment with other people from various backgrounds, but retain the competency to complete task assigned only to me. I am confident I can work under minimal supervision.

**Madhurima.P**