Zohra Jiwani

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# Objective

* Seeking a challenging and rewarding position in a company that will utilize my education, training, and experience, as well as have a room for career advancement.

# Education

## Bachelor of commerce| 2006 | osmania university

# Skills & Abilities

* Invoicing of Sales & purchases.
* Reporting & Analyzing of Revenue.
* Maintaining & Recording of Petty Cash Expenses.
* Maintaining & Recording of stock.
* Maintaining & Recording of Receipts & payments.
* Settlement of Credit bills.
* Maintaining & Recording of bank Transaction.
* Updating of salary, Attendance, Conveyance of staff.
* Knowledge of Tally, Siebel, Oracle, and Health object Software.
* Knowledge of US Healthcare system.
* Knowledge of how to work on denied claims by insurance company.
* Knowledge on how to send appeals for denied claims by insurance company.

# Experience

# Working presently in Promantra synergy solutions ltd (senior AR caller) May2021.

* Handling of denied claims.
* Calling the insurance associates on behalf of physicians and carryout further examination on outstanding accounts receivables.
* Prioritize unpaid claims for calling according to the length of time it has been outstanding.
* Check the relevance of insurance information offered by the patient.
* Transfer the outstanding balance to the patient of he /she doesn’t have adequate insurance coverage.
* Sending out written appeal on denied claims.
* Sending medical records on denied claims.
* Tasking client for claims those need client assistance .

## AR Caller | inventurus knowledge solutions (us HEALTHCARE) | April 2015 – march 2017

* Handling of denied claims.
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* Sending medical records on denied claims.

## customer support executive | ismailia credit co-operative society ltd | nov 2013 – feb 2015

* Handling customer queries related to banking services and products.
* Handling cash counter with cash inwards and cash outwards transactions.
* Handling deposit desk inquiries of customers with various kinds of deposits and its renewal policy and various kinds of investments scheme.
* Working in Loan department with various kind of loans and formalities.

## assistant admin, front office executive | GSS INFOSYS LTD (IT SOLUTION COMPANY) | jun 2012 – jun 2013

* Handling the outlook email request for new employees.
* Making arrangement for client visit.
* Tracking and recording of electric equipment, cab arrangement of night shift employees, medicine etc.
* Handling the incoming calls at the reception.
* Co-ordinating with Recruitment Team for conducting interview.

## front office executive | TODAY’S HEALTHCARE INDIA PVT LTD | AUG 2011 – MAY 2012

* Registering new patients and handling appointments.
* Handling bill payments, daily reports, and day to day general office expenditure.

## front office executive | Global marketing | AUG 2006 – MAr 2010

* Handled calls, administration, work allocation and workforce management.
* Maintained company accounts using Tally, ERP Tool.
* Created sale bills, filed tenders for other organization, filed quotations for private firms etc.

**Personal Details**

**Name**: Zohra Jiwani

**Husband Name**: Sairoj jiwani

**Date of Birth** :31/12/1983

**Marital Status**: Married

**Languages Known:** English, Hindi, Telugu, Gujarati

**Address:** Flat no 401, Rainbow Apartment, Patel Nagar, Nampally, Hyderabad.

**Declaration:**

I hereby declare that the information furnished above is true to the best of my

knowledge.

**Zohra Jiwani**

**Hyderabad**