

RESUME

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Objective

Seeking for a job opportunity, which would provide an environment, conducive to fulfill technical aspirations, facilitates personal development and enhances individual contribution for organizational growth.

Summary

1. A MBA Graduate from Park College of engineering and technology, Coimbatore.
2. Professionally, I'd describe myself as a motivated person with good communication skills and my strengths lie in high process orientation.

Work experience

1. I was worked as a billing assistant in a private concern, S.S fasteners pvt ltd at Coimbatore, from Nov 2009 to may 2013.
2. I was worked as a IP billing assistant in Apollo hospitals enterprises ltd at Chennai, from July 2013 to till 2017
3. And currently I am working as IP billing co-ordinator in NG Hospital coimbatore

Roles and responsibilities

NG HOSPITALS

- To monitor/prepare OP and IP billing process (online based)
- To collect outstanding amount from cash patient day by day
- To prepare payable report, daily OP/IP collection summary day by day
- To co-ordinate with the corporate desk people to monitor the entire credit patient process like Pre-auth forms, query forms and final stage of credit patient discharge.
- To prepare OP and IP company wise revenue report, health checkup revenue report and quality monitoring report monthly.
- To maintain discount bills, refund receipt and op credit patient bills (dialysis patient) regularly.
- To maintain corporate tie-up notes for op credit patient.
- To collect deposit from the inpatient at the time of admission
- To provide adequate information about insurance (TPA, COMPANY) details to the credit patient and also explain the cost of surgery, line of treatment if required.
- To prepare bank remittance process.

APOLLO HOSPITALS

- To monitor/prepare OP and IP billing process (online based)
- To collect outstanding amount from cash patient day by day
- To prepare payable report, daily OP/IP collection summary day by day
- To co-ordinate with the corporate desk people to monitor the entire credit patient process like Pre-auth forms, query forms and final stage of credit patient discharge.

- To prepare OP and IP company wise revenue report, health checkup revenue report and quality monitoring report monthly.
- To maintain discount bills, refund receipt and op credit patient bills (dialysis patient) regularly.
- To maintain corporate tie-up notes for op credit patient.
- To collect deposit from the inpatient at the time of admission
- To provide adequate information about insurance (TPA, COMPANY) details to the credit patient and also explain the cost of surgery, line of treatment if required.
- To prepare bank remittance process.

S.S. FASTNERS PVT LTD

- To receive purchase orders and prepare sales order according to the stock level.
- To prepare bank remittance process.
- To entry the stock levels in system by using tally software daily.
- To make phone calls to the credit vendors for payments according to the credit limit period.
- To monitor the process of stock which is transported to the other city/state vendors.

Education

1 MBA (HUMAN RESOURCE&MARKETING)

Institution : Park College of engineering and technology, Coimbatore.
 Percentage : 71.4%
 Year : 2009

2 B.COM (CS)

Institution : Bishop Ambrose College
 Percentage : 60 %
 Year : 2007

3 Higher secondary certificate examination – HSC

Institution : st. Michael's boy's higher secondary school, Coimbatore.
 Percentage : 58 %
 Year : 2004

4 SSLC

Institution : st. Anthony's boy's high school
 Percentage : 82%
 Year : 2002

LINGUISTIC ABILITY

- 1 TAMIL, ENGLISH (Read ,write and speak)

AREA OF INTEREST :

- Human resource management
- marketing management

PERSONAL PROFILE :

Name : Paramasivam .N
Gender : male
Marital status : single
Nationality : Indian
Date of birth : 14.06.1987
Permanent address : 112, Mahalakshmi nagar,
Kannampalayam,
Coimbatore,
Tamilnadu – 641402.
Positive attributes : Effective communication skills,
Ability to work in a group coherently.
Hobbies : playing and watching cricket, listening music.

I hereby declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

Place: Coimbatore

Date:

(Paramasivam.N)