

CURRICULUM VITAE

MastanValiShaik

E-Mail:mastanvalimba23@gmail.com

Bapu Nagar,

Mobile:9949487096

SR Nagar, HYDERABAD-500008.

CARRER OBJECTIVE:

To work for an organization in a responsible position which will give me ample opportunity to prove my organizational strengths & skills which will be helpful for the growth of the organization as well as help in my professional and personal growth.

Previous Experience:

- Having 2.5 Year of Experience in areas of Billing Executive.
Good communication, interpersonal, problem solving skills and spearheading a team of Executive to excel in performance and client deliverables for carrying out various customer relationship projects.
- Working as a Billing Executive in OP and IPDepartment (Credit/ Corporate Billing) in VASAN EYE CARE HOSPITAL from 13-july-2013 to Till Date.
- Company Name:..**vasan eye care hospital in chandanagar**
Designation: Marketing Executiv&Billing Executive
Work experience 2 years in vasan eye care hospital
- Worked as a Billing Executive in Insurance & Administrative Department

Job Responsibilities:

- I worked on customer relationship management for vasan eye care in Hyderabad.
- My Job Responsibilities are every day updating information.
- Managing the internal and external mail functions.
- I am collecting the data in different customer relationship.
- Sending the Cashless request forms to TPA's and getting the approval
- Preparing the bills, Answering to the query's etc.
- Handling the claims processing

Abilities:

- communication skills and ability to take challenges
- Leadership qualities, Hard working and Team Work.
- Adaptability to any situation and learning capability.
- Working for results with a good plan and timely execution Image Optimization (Alt Tags)
- Internal navigation.

Summary:

- Knowledge in All Insurance, Corporate & State Govt Billing.
- Knowledge in Counselling patients about the Hospital Tariff/Insurance Procedures.
- Having Good communication, Interpersonal & Fast grasping skills.

Educational Qualifications

- MBA (master of business administration) with Specialization in finance and marketing from JNTUK University
- B.com(Degree) from BG degree college.

TECHNICAL QUALIFICATIONS:

- Skills : MS-Office,Tally
- Microsoft : MS Office(Excel, Power point, Word).

PERSONAL PROFILE:

Name : MastanValiShaik
 D.O.B : 10-06 - 1986.
 Marital status : Unmarried
 Languages Known : English, Hindi and Telugu.

DECLARATION:

I hereby declare that all the statements made herein are true to the best of my knowledge and belief.

Place :

Date : (SK. MASTAN VALI)