



Shruthi Shivarama  
Email:shruthi.pravin@hotmail.com  
Mob:00971 50 4287155  
UAE Driving License Available

## **OBJECTIVES:**

An organized and motivated employee with good knowledge of medical terminology, anatomy and physiology, capable of time management and working under pressure in all environments, intend to build a career with leading organization.

---

## **EMPLOYMENT HISTORY:**

**Medical Billing Executive,  
Adarsh Hospital, Udupi (Jan 2019 – Oct 2020)**

### **Job responsibilities:**

- Managing the billing of invoices, inventory management with the use of computerized and manual techniques
- Issue receipts and detailed summary of bills
- Answer patient queries, provide relevant information to patient about insurance companies, procedures and policies
- Billing Out - IN/OUT Patient and laboratory
- Coordinate and validate with the Doctors, Nurses and Insurance department regarding approvals and procedures to be done
- Verification of the validity of the insurance card and the completeness of the documents (signature, diagnosis, insurance card copy, etc.)
- Submitting the total sales data at the end of the shift

## **EDUCATIONAL QUALIFICATION:**

- Master of Commerce (Manipal University,2017)
- Bachelor of Commerce (Mangalore University,2015)

## **CERTIFICATION:**

- Certified Professional Coder (**CPC®**) - American Academy of Professional Coders (AAPC,2022)  
**Member ID – 01987650**
- Diploma in Computer Application (Karnataka Computer Academy)
- Functional certificate program on Logistics and supply chain management.
- Soft skill training from Indian Rail Academy.

## **COMPUTER PROFICIENCY:**

- Tally ERP
- Working knowledge in MS Excel, Word, PowerPoint, Access
- Working Knowledge in Windows OS

## **LANGUAGE PROFICIENCY:**

- English (Read, Write, Speak)
- Kannada (Read, Write, Speak)
- Hindi (Read, Write, Speak)
- Malayalam (Speak)

**PERSONAL DETAILS:**

Name

: Shruthi Shivarama

Husband Name

: Praveen Kumar G

Date of Birth

: 22-10-1994

Visa Type

: Spouse Visa

Address

: C270, Shabiyah 10, Abu Dhabi

**REFERENCE:**  
Available on request.

**Declaration**

I hereby declare that the above information is true to the best of my belief and knowledge.

Yours faithfully,

Place:

Date:

(Shruthi Shivarama)