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|  **• Contact**

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|  | Dubai, UAE |

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|  | +971 0503024588  |

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|  | melvinjob90@gmail.com |

  VISIT VISA Valid till 5th Dec 2023**• Skills** MS OfficeSAP ERPTeam Player, Proactive, Excellent Communication with Multitasking skills.**• Languages** EnglishHindiMarathi |  |

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|  |  | **Melvin** Job Executive Service Contracts Administrator |

 Experienced Sr. Executive with over 6+ Years of experience in Medical Billing, posting, reconciliation, Revenue & Customer Service Industry. Outstanding track record of addressing issues and raising customer satisfaction while producing income for the business. **• Work History**

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|   | 2022-02 – 2023-09 |   | Executive Service Contracts Administrator (Billing)**Carestream Health India Pvt. Ltd., Mumbai** * Review accounts and bill for services provided by our Field Engineers for Medical Imaging equipment not under contract.
* Posting entries in system.
* Verification of accuracy of billing done per quotes or special promotions.
* Verification of accuracy of services reported by Field Engineers before releasing for billing.
* Participated in team-building activities to enhance working relationships.
* Contract management - Processing of new contracts, contract renewals and cancellations.
* Reviewing of documentation related to a Service Contract for accurate entry into the company's system.
* Charging customers for Service performed by Field Engineers on their site.
* Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
* Follow up on requests from the credit department and process necessary credits.
* Creating new customer accounts as necessary.
* Being familiar with correct invoicing catalog numbers per product and region.
* Receiving incoming calls and addressing internal/external queries.
* Learned new skills and applied to daily tasks to improve efficiency and productivity.
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|   | 2019-08 - 2021-03 |   | Revenue Cycle Officer**IKS Health, Mumbai** * Managing revenue for Massachusetts General Hospital U.S. Medical Billing Process.
* Review accounting for medical bills and medical claims submitted on behalf of a patient.
* Posting entry in the system taking approvals.
* Reconciliation of payment.
* Coordinating with doctors and medical insurance companies to provide medical records and get claims paid for patients.
* Monitored and guided revenue cycle operations.
* Supported clinical team members with revenue cycle procedures and addressed issues.
* Assessed current revenue cycle procedures and implemented improvements to foster efficiency.
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|   | 2017-05 - 2019-08 |   | Sr. Executive**Bizgen Consultancy, Mumbai** ● Worked for an Australian process for a lead generation company.● Maintaining weekly target for team and updating clients for daily performance.● Reconciling Bank with payment received.● processing invoices taking approvals.● posting invoices in SAP. |

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|   | 2012-11 - 2017-01 |   | Executive**Serco Pvt. Ltd., Mumbai** ● Worked with Serco Pvt. Ltd. for Billing specialist for Apria Healthcare U.S. Process.● Coordinating with the consumer to pay medical costs in accordance with payment plans in order to process the claims.● Handled and training On Job trainees and auditing daily work assignments.● Also handled daily quality of the team.● Invoice creation and posting of invoices. |

 **• Education**

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|   | 2009-06 - 2012-04 |   | Bachelor of Commerce Swami Vivekanand College - Mumbai  |

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|   | 2006-06 - 2007-04 |   | Higher Secondary Certificate Mumbai Board - Mumbai  |

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|   | 2004-06 - 2005-04 |   | Secondary School Certificate NIOS - Mumbai  |

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