

PERSONAL DETAILS

Name **Noor unnisa**
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Address Kagaziguda, puranapool
Hyderabad, Telangana
Passport detail B7160063
Date of Birth 30/12/1999
Gender Female
Marital Status Married
Languages Known •English
•Hindi
•Urdu



SUMMARY

Committed job seeker with a history of meeting company needs with consistent and organized practices, Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

CAREER OBJECTIVE

To make use of my interpersonal skills to achieve goals of a company that focus on customer satisfaction and customer experience.

EDUCATION

Year of Passing	Degree/Course	Percentage/CGPA
2020	Graduation St.anns degree College for women , Osmania University	6.97
2017	Intermediate St.anns college for girls , Telangana state board of intermediate education	7.50
2015	SSC New khulq boys Town high school , Telangana board state of secondary education	6.0

EXPERIENCE

Oct-2021 - May-2023 **Iks Health Care**
Revenue Cycle Management

- Developed strategies to reduce denials, improve accounts receivable, and enhance revenue cycle performance.
- Conducted audits of third-party payer contracts to ensure accurate reimbursement rates are being applied.
- Ensured adherence to HIPAA guidelines when handling protected health information.
- Maintained oversight of all billing operations including coding, charge entry, payment posting, collections and appeals.
- Reviewed patient billing information to ensure accuracy and compliance with federal and state regulations.
- Analyzed and reported on billing cycle data to inform management.

ACHIEVEMENTS

Reorganized something to make better.

SKILLS

- Billing and Coding
 - AR (Accounts Receivable)
 - Account Balancing Reconciliation
 - Office Management
 - Document and File Management
 - Accounting Skills
 - Excel Spreadsheets
 - Multitasking and Time Management
 - Cash Deposit Preparation
 - Accounting and Bookkeeping
 - Data Entry
 - Ability to work in a fast-paced environment
 - Proven experience in health care billing
 - Ms word, excel, Power point
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AREAS OF INTERESTS

- Learning
 - Art
 - Gardening
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CERTIFICATIONS

Course	Tally ERP 9 Data Entry Ms-office ,Html Microsoft Excel (Basic & Advanced Level) C-Language
Webinar	GST- It's impact on Indian Economy Relevance & practice Careers in banking and financial services Content Marketing Robotic Process automation Human resource
Quiz	Cyber crime Awareness Auditing and Assurance IFRS

DECLARATION

"I hereby declare that the details and information given above are complete and true to the best of my knowledge"

Noor unnisa