

SIVASAGAR S MENON

AL KARAMA, DUBAI, UAE
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December 30, 2023

RE: **Accountant for hire.**

Dear Director of Human Resources,

Please accept this letter as an expression of my interest in the **Accounts associate** position. I am a highly motivated and progress-focused Insurance Billing Associate with a long-standing background in this industry with more than a year of experience. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable to the next team I join.

As an adept Insurance Billing Associate, I have a well-rounded skill set in **Book Keeping** and exceptional talents in US Healthcare Insurance billing, **invoice processing** and well experienced in **Payment posting** as well as Medical Claims processing along with Expertized in **Revenue Cycle Management**. and processing requisitions, making me an ideal fit for the accountant job role. Further, I am a recognized expert in management and a **communicative** collaborator. My previous roles have strengthened my capabilities **time-management** and collaboration, including a keen **attention to detail** and **accuracy**.

Throughout the course of my career, I have perfected my accounting and data analysis abilities. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency.

You may notice a gap in my employment while reviewing my resume. During this period, I elected to take a leave from the workforce in order to take a certification in IELTS and further to proceed with some competitive exams scheduled and I was in a preparation for the same. The time that I was able to commit to my external activities has been invaluable to my professional growth, and I am eager to re-enter the professional sphere and apply my newfound qualifications and knowledge to the job.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Sincerely,
SIVASAGAR S MENON



SIVASAGAR .S. MENON

ACCOUNTANT

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ACQUIRED SKILLS

Book Keeping
Quality check.

Invoicing.
Variation Report
RCM.

Denial management.
Reconciliation.

Payable & Receivable
Management.

Tally ERP 9-
Operational skill.

Multimedia & Web-
Designing.

HTML, XML, CSS,
Adobe photoshop,
Premier Pro.

Microsoft office suits
Word, Excel,
Power point,
Office 365

Computer hardware &
Software management.

PROFESSIONAL SUMMARY

Hardworking and enthusiastic Accountant with two year of work experience seeking to utilize my exceptional administrative and Book Keeping skills to benefit the next team I join. Adept in multitasking and effectively prioritizing tasks to streamline processes and achieve success.

EDUCATIONAL QUALIFICATIONS

Bachelor of Commerce degree specialized in Computer Application

Sahrdaya College of Advanced Studies, University of Calicut,
Kerala, India (2017 - 2020)

ICMAI - Certified Accounting Technician [2-year Diploma] Cost Accountants of India (2017 - 2019)

Senior Secondary specialized in Commerce

CKMNSS Senior Secondary School affiliated to CBSE New Delhi,
Kerala, India (2015 - 2017)

Higher Secondary Education

CKMNSS Senior Secondary School affiliated to CBSE New Delhi,
Kerala, India (2003 - 2015)

WORK EXPERIENCE

❖ Zapare Technologies Pvt. Ltd

Medical Billing Associate (September 2021 - February 2023)

- Reduced insurance claim denial rates by 10% through implementing proactive denial management strategies, resulting in an annual increase revenue for the healthcare organization.
- Managed a team of 40 members responsible for error checking and final verification of processed claims, achieving a 98% accuracy rate and ensuring timely approval of insurance claims.
- Streamlined revenue cycle processes by implementing automated payment posting and data processing systems, reducing manual errors by 20% and increasing efficiency by 30%.

LANGUAGES KNOWN

- **English**

Full Professional

- **Malayalam**

Native language

- **Hindi**

Good

PERSONAL DETAILS

Date of Birth:

22nd January 1999

Nationality:

Indian.

Driving License:

64/4295/2017

LinkedIn profile:

linkedin.com/in/
sivasagar-s-menon-
33674219b/

❖ Vajra Rubber Products Pvt. Ltd

Project Trainee (March 2021 – July 2021)

- Understanding the marketing strategies used by the company and assessing the sales and revenue generated from the newly introduced marketing methods and evaluating the budget for the new project.

ACHIEVEMENTS

- Entitled as Platinum Category User at Zapare Technologies by meeting the target line during the working tenure.
- Participated in the Management Quiz conducted by St. Teresa's Arts and Science College organized by Dept. of Commerce in 2020.
- Received recognition for helping the flood affected victims in Nilambur, Kerala, coordinated by National Service Scheme in 2019.
- Served as the secretary of Vasco Club (2018-2019) for managing the committee on fund raising for a cancer patient in the locality.
- Received an opportunity to become a member to represent CKMNSS school for participating in the Management fest held at Sahridaya College of Advanced Studies, Kerala in 2016.
- Represented CKMNSS School in De-Paul Institute of Science and Technology, Kerala as a finalist in Web Designing competition in 2016.

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

SIVASAGAR .S. MENON