

Samin Sarma S
Dubai, UAE
+971 50 663 8729
samin9777@gmail.com
www.linkedin.com/in/saminsarma



PROFILE

A result driven MBA graduate with expertise in finance management and operations management, backed by a year of hands-on experience as an Accounts Receivable Associate. Proven ability to navigate complex financial tasks, utilizing strategic thinking and effective communication skills. Committed to delivering exceptional results and exceeding performance targets. Eager to leverage academic and practical expertise in a challenging role, fostering continuous learning and contributing positively to organizational success.

WORK EXPERIENCE

Accounts Receivable Associate

October 2022 – November 2023

Guide House India Pvt. Ltd.

- Conducted outbound calls to United States insurance payers on behalf of doctors, addressing payment rejections and discrepancies.
- Analyzed medical records and financial documents to identify errors and discrepancies affecting payment processes.
- Built strong communication skills through effective probing and dialogue with insurance payers, ensuring clarity on outstanding payment issues.
- Rectified errors and facilitated payment corrections by addressing issues directly with insurance representatives during live calls.
- Recorded detailed communication logs during phone interactions, enhancing typing skills and maintaining comprehensive documentation of payer communications.
- Demonstrated multitasking abilities by simultaneously analyzing financial records, calling insurance payers, and documenting real-time interactions.
- Proficient in using Microsoft Office Excel to record and manage financial data, ensuring accuracy and transparency.
- Successfully achieved primary goal of identifying reasons for payment rejections, analyzing documents, and resolving outstanding payment issues for doctors.

EDUCATION

Master of Business Administration (Operations and Finance)

August 2022

A P J Abdul Kalam Technological University

Bachelor of Arts (Economics)

July 2019

Kerala University

SKILLS

- MS Office (Excel, Word, PowerPoint)
- Customer Service Skills
- Communication skills
- Persistent problem solver
- Strong attention to details
- Presentation skills
- Team Player
- Time management
- Tally Prime

LANGUAGES

- English (Working proficiency)
- Malayalam (Native/Bilingual Proficiency)

- Tamil (Limited Working Proficiency)

- Hindi (Limited Working Proficiency)

CERTIFICATIONS

- Excel Associate, Microsoft Office Specialist (*Microsoft*)
- Soft Skills (*NPTEL; funded by MHRD, Govt. of India*)
- iWork (*Rajadhani Institute of Engineering and Technology*)
- SPSS (*Rajadhani Institute of Engineering and Technology*)
- Fundamentals of Digital Marketing (*Google*)
- Emergency Preparedness and Response (*UNICEF*)
- Basics of Financial Market (*Elearnmarkets*)

PERSONAL DETAILS

DOB: 10/03/1998

Nationality: Indian

Visa Status: Visit Visa

Gender: Male

Marital Status: Unmarried