RESHMA K J

CONTACT

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Dubai United Arab Emirates

SOFTSKILLS

- Problem solving ability
- Critical thinker
- Decision making
- Stress buster
- Prioritize tasks efficiently
- Efficient communication
- Attention to details

HARD SKILLS

- Team management
- Customer conversion
- Rapid tests
- Elisa tests
- Fitter
- Texture analysis

LANGUAGE KNOWN

- English
- Hindi
- Malayalam
- Tamil

INTEREST

- Music & dance
- Reading books
- Travelling

OBJECTIVES

Having a deserved profile I would seek a position which suits my caliber and talents to grow along with the organization through a dedicated and committed work so that, individual group and organizational objectives are met. To further pursue my desired career in providing technical support. I believe by owing each problem as if it was my own personal issue and working quickly and efficiently to resolve the issues give me the ability to go above and beyond my expected duties ,therefore achieving customer and employee satisfaction

WORK EXPERINCE

1. **Conduent business service LLP-Mar2019- Oct 2022 India, Transaction processing Analyst**
   - Billing
   - Insurance payment posting
   - Accounts & office works
   - Documenting patient payments and insurance reimbursement
2. **Wave Online Info LTD Payment Posting**
   Oct 2022 – 2023
   - Maintaining accurate medical billing records
   - Handing policy renewals and tracking claims
   - Data collection activities
   - Posting payment both electronically and manually
   - Ensuring the patients or claims are accepted by the insurance
3. **Bharathiar University academy Irinjalakuda 2018**

   - Manage all accounting transactions.
   - Prepare budget forecasts.
   - Publish financial statements in time.
   - Handle monthly, quarterly and annual closings.

EDUCATION

- **B.COM – Co operation**
  Calicut University

- **Professional Diploma in Indian &Foreign Accounting with SAP (PDIFAS)**
  Calicut University

SOFTWARE SKIILS

- Proficient in Microsoft Word,Excel and Power point,Tally, Peachtree Quickbooks,SAP
- Organized meeting tasks using Microsoft teams