

# Venudhar N



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Al Raffa Street  
Dubai,UAE



## Summary

To deliver a service that enables the use of my experience in Health care settings. A highly competent professional that observes the value of persistence and perseverance in completion of job well done in any setting of occupation. I am interested in working with challenges that enables me to actualize the use of leadership, organizational and interpersonal skills with the knowledge to achieve a goal. A persistent person that is always willing to learn, understand the value of hard work and team work and applying the principle to achieve organizational growth.

## Education

### School

Board of Secondary Education 2004 - 2005  
Z.P.H.S

### Chaitanya Jr College

Board Of Intermediate 2005 - 2007  
M.P.C

### Swathi Degree College

Osmania University 2007 - 2010  
M.E.CS

### Asian International University

MBA  
Healthcare and hospital management

## Awards

Electronics and process  
Instrumentation

From ATI in 2012 April in  
Hyderabad

India.

## Skills

Bachelor's Degree in  
Computer Science

- More than 8 years of  
experience in Customer  
Service/Billing

- More than 11 years of  
experience in Health Care  
settings

- Knowledgeable in  
Hospital Information  
System

# Experience

## Aster Hospital

Billing Supervisor 2013 - 2023

- Providing the patients the accurate information of the process flow of the entire visit
- Preparing packages for the marketing team
- Giving accurate answers and information to clients queries
- Generate timely accurate bills ,receipts and refunds.
- Preparing cost estimations (Financial counselling) and informing the patient the approximate charges for surgeries/procedures
- Review and verifies patient coverage of insurance, computes charges and communicates to patient the payable amount
- Admitting and discharging patients who has to undergo surgery, managing room bookings and communicating with staffs
- Verifying bills based on the correct DRG codes, approvals, card validity and eligibility
- Preparing reports for discounts, outstanding, and refunds on daily basis
- Monitoring and supporting junior cashiers
- Handling billing complaints directly , online feedback complaints.
- Closing the daily accounts by submitting details reports to accounts.
- Managing team duty rota, team concerns and arranging monthly meetings and arranging interviews.

· English Language Proficient

· Microsoft windows application literate

· Experienced with excellent Hospital operations

· Able to manage work pressure and multi-tasking

· Recognizes the importance and benefits of team work

· Manages multi-cultural customers in calm, polite and professional manner

## Languages

English, Hindia, Telugu

## Interest

Music, Travelling