



UMMULKULSU S.S

CONTACT

- +971 545491468
+91 9074546032(Whatsapp)
- ummulkulsuraziq@gmail.com

EDUCATION

2013 - 2016

MG UNIVERSITY

- Bachelor Of Commerce

2017

KERALA STATE RUTRONIX

- Diploma In Computerized Financial Accounting
- First class

2025

IBIS ACADEMY

- Diploma In Medical Coding (Non-CPC) completed
- CPC (pursuing)

SKILLS

- Fast learner and good listener
- Organisational skills
- Teamwork
- Time Management
- Honest & trustworthy
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Hindi (intermediate)
- Tamil (intermediate)
- Arabic (Beginner)

PROFILE

Energetic and experienced Administration & Inpatient Billing Executive with more than 2 years of experience in Healthcare Industry/Accounts & Finance. Skilled in cash handling and various OP counters. Resolving customer queries and complaints through proactive communication.

WORK EXPERIENCE

- VPS Lakeshore Hospital** 2022 - 2024
Billing Executive / Customer Service
 - Greet and welcome customers.
 - Cash handling and Ip billing.
 - Handling Billing counters (lab, radiology, dialysis, chemo, Gastro, P.E.T scan etc.)
 - Solving customer complaints in a professional manner.
 - Checking insurance approval regarding discharge bills.
 - Handling inquiries from customers regarding admissions and bills.
 - Follow up with appointments.
- Musthafa Hardwares** 2022 - 2022
Administration/Billing Executive
 - Recording purchases and sales in the software inventory biz.
 - Billing and cash handling.
 - Checking availability of stock.
 - Recording purchases return and sales return
 - Handling customers

Nationality : Indian

DOB : 20-10-1995

REFERENCE

Reference and Experience letters issued by previous Organizations are ready to submit upon Request.