

# MANISHA KANNAM PURATH

## HEALTHCARE

Detail-oriented and results-driven Healthcare Administration & Operations Executive with 5+ years of progressive experience in hospital operations, medical billing, insurance claims coordination, and healthcare documentation. Proven expertise in ECHS insurance processing, patient coordination, departmental operations, finance liaison, and medical records management within multi-specialty hospital environments. Strong background in accounting, audit support, and Tally ERP, enabling effective coordination between clinical, administrative, and finance teams. Adept at ensuring compliance, improving operational efficiency, and enhancing patient experience. Actively seeking a UAE opportunity where administrative excellence and healthcare operational expertise can add measurable value.



## Work Experience

### Executive – Business Development (ECHS Department)

**Aster MIMS Hospital, Calicut | Jul 2025 – Dec 2025**

- Processed and submitted ECHS insurance claims with complete documentation.
- Coordinated with insurance teams for timely claim approvals.
- Verified billing details to ensure accuracy and compliance.
- Maintained claim trackers and status reports.
- Liaised between finance, administration, and clinical teams.

### Executive – Operations (Plastic Surgery Department)

**Aster MIMS Hospital, Calicut | Apr 2024 – Jun 2025**

- Managed daily departmental operations and administration.
- Coordinated with finance on budget tracking and approvals.
- Scheduled patient services to ensure smooth workflow.
- Maintained operational records and MIS reports.
- Supported process improvements for service efficiency.

### Medical Secretary – Plastic Surgery Department

**Aster MIMS Hospital, Calicut | Mar 2021 – Mar 2024**

- Coordinated patient appointments, admissions, and follow-ups.
- Managed medical billing and departmental documentation.
- Maintained accurate medical records and reports.
- Assisted consultants with administrative support.
- Ensured confidentiality and compliance with hospital policies.

### Accountant

**Tecpenta, Calicut | Jul 2020 – Mar 2021**

- Handled accounts payable and receivable functions.
- Maintained daily accounting entries using Tally ERP.
- Prepared bank and ledger reconciliations.
- Supported monthly closing activities.
- Ensured accuracy of financial records.

## CONTACT

### Phone

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### Email

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### Address

Karama, Dubai, UAE

### LinkedIn

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**Visa Status:** Visit Visa

**Visa Expiry:** 30/01/2026

## EDUCATION

**Master of Commerce (Finance) –**

Calicut University – 2019

**Bachelor of Commerce**

**(Cooperation) – Calicut University**

– 2017

**Accounts Executive (AR & AP) –**

ASAP Summer Skill School – 2017

**Professional Diploma in**

**Computerised Financial**

**Accounting (PDCF) – 2015**

Kerala State Rural Women's

Electronics Federation

## **Accounts Trainer – DDU-GKY (Central Government Project)**

**ATI | Apr 2019 – May 2020**

- Delivered training in financial accounting and Tally ERP.
- Guided students in practical accounting documentation.
- Conducted assessments and performance tracking.
- Prepared training materials and reports.
- Mentored students for job readiness.

## **Audit Assistant (Part-Time)**

**JK Associates | Jul 2017 – Mar 2019**

- Assisted in audit verification and compliance checks.
- Performed ledger scrutiny and bookkeeping review.
- Supported preparation of audit reports.
- Maintained audit documentation accuracy.

## **Intern – Accounting & Taxation**

**AVS Tax Consultancies | Jun 2017 – Jul 2017**

- Assisted in tax filing and data entry.
- Supported basic accounting operations.
- Gained exposure to taxation procedures.

## **TECHNICAL SKILLS**

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- Healthcare Systems: Medical Billing, HIS, Insurance Portals
- Accounting Tools: Tally ERP, Financial Reporting, Reconciliation
- Office Tools: MS Word, Excel, PowerPoint
- ERP / CRM: Basic ERP & CRM Systems
- Documentation: Medical Records, Compliance Files, Audit Reports

## **CORE COMPETENCIES**

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- Healthcare Administration
- Medical Billing & Claims Processing
- Insurance Coordination (ECHS / TPA / Corporate)
- Hospital Operations Management
- Patient Services Coordination
- Medical Documentation & Records
- Revenue Cycle Support
- Accounts Receivable & Payable
- Audit & Compliance Support
- Inter-Departmental Coordination

## **PROFESSIONAL SKILLS**

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- Stakeholder & Patient Communication
- Cross-Functional Team Coordination
- Workload Prioritization & Time Control
- Policy Adherence & Confidentiality Handling
- Process Monitoring & Task Follow-Up
- Accuracy-Focused Work Practices

## **LANGUAGES**

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- English
- Hindi
- Tamil
- Malayalam