**CHURESH.S**

**Email id:** [**churesh.selva@gmail.com**](mailto:churesh.selva@gmail.com)**, Mobile: 9611374487**

Looking forward to serve in a challenging position that consists of a wide range of responsibilities in the corporate, pharma and healthcare industry;

Proficient in handling corporate insurance/billing, along with inventory management, inventory control and end to end business/financial management of an operation theatre. I am confident that I have the attitude and ability to contribute towards the growth of the organization.

***Professional Experience:***

**Manipal Hospital Private Limited: Dec, 2012-March, 2022:**

**Senior Associate: April, 2018 - March, 2022:** In-charge of the business (revenue) and financial operations of our Operation Theatre Vertical along with inventory management and Corporate Insurance.

* **Managing medical staff availability** by coordinating with doctors for surgery dates and preparing/approving the case file. Share the approval & booking related messages/mail to the Surgeon via our software.
* Preparing duty roster for medical assistance staff/support team respectively with regard to the surgery date and case.
* Coordinate with staff and doctor on **implants and other special surgical requirements** and initiate purchase of the item with **our inventory department. Manage inventory** using the required code and document the same in our tool to show **inventory consumption** and bill the same to the patient.
* Manage emergency cases intimated to us by coordinatingwith the staff and support in preparation for the surgery and ensure completion without any delay.
* Managing patient records, **corporate insurance, billing information** and OT inventory used by documenting the same in our proprietary software before and after completion of the surgery and leading to revenue generation.
* **Specialized in Managing Corporate insurance and Company patients**.
* Preparing daily, weekly, **monthly report for revenue,** number of cases and bookings. Sharing schedule and revenue pipeline for the next day/week/month with my **manager & CEO of the organization**.
* Awarded the certificate of appreciation for efficient management **of inventory, OT revenue and corporate insurance customers.**

**Corporate Insurance and Billing (Team Member/Executive): April, 2016 - April, 2018:**

* Handling **corporate billing**, attending to inquiries from insurance companies.
* Managing insurance documentation as per set SOP details.
* Coordinate with corporate health insurance companies’ from beginning of patient registration till final approval.
* Excellent communication and relationship with patients with regards to payments and proficient in executing all modes of payment.

**Supervisor (Billing Department): April, 2014 - April, 2016:**

* Prepare appraisal and performance reports on the billing staff.
* Preparing the work schedule and shift allotment timings for all counters to be effectively manned.

**Cashier (Billing Department): April, 2012-April, 2014:**

* Billing and cash collections in both out-patient and in-patient cash counter at the hospital.
* Preparation and submission of day to day collection reports to superiors.

**AEGIS BPO: Operations Executive** - **Jan, 2010- Jan, 2012:**

* Performed customer support operations in the outbound Banking process. Briefing customers about the various finance options and features of Standard Chartered Bank credit cards.
* Enable them to purchase the same.
* Meet daily/weekly/monthly targets.

***Educational Qualification/Academic Records:***

|  |  |  |
| --- | --- | --- |
| *MBA HR, St. Joseph’s Evening College* | *2016* | *60%* |
| B.com, Bangalore University | 2012 | 60% |
| PUC (commerce) , Cauvery Pre-University College, Bangalore | 2007 | 65% |
| 10thStd, 7th Day Adventist School, Bangalore | 2005 | 55% |

***Skills:***

Good Communication Skills

Good Telemarketing Skills

Comprehensive Problem Solving Abilities

An Analytical Mind with Willingness to Learn

Good Organizational Ability and Leadership

Ability to effectively collaborate with the team / staff to complete tasks on time

Ability to convince clients / customers to use our products and services

Proficient in MS-Office 2007, Tally

Completed Industrial Computer Accounts from ICA, Bangalore.

***Personal Details:***

Name : CHURESH. S

Date of birth : 23.07.1988

Father’s name : Mr. V. Selvarangam

Marital status : Married

Address : #3, 3rd Main, 2nd CrossKallappaLayout, Basavanagar

Bangalore -560037.

Language known : English, Hindi, Telugu, Kannada, Tamil

Hobbies : Visiting historic places, listening to Music

Interest & Activities : Yoga & Social Services

Achievements : Master in Yoga and Meditation (Bharamanyanam), Designated as the tour and event organizer in my previous organization.

**Place: Bangalore** **(CHURESH. S)**