



AKHIL SANIL

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CAREER OBJECTIVE

My objective is to find long term employment in a professional working environment. I am looking for a challenging career that will enable me to use my strong organizational skill, educational background and ability to work well with people. To obtain a position with a well-established organization with a stable environment that will lead to a lasting relationship.

PERSONAL INFORMATION

Date of Birth	:	28-04-1993
Marital Status	:	Single
Nationality	:	Indian
Visa Status	:	Visit Visa
Visa Expires	:	April 2022

LANGUAGES KNOWN

- Malayalam
- English

PROFESSIONAL EXPERIENCE

CASCADE REVENUE MANAGEMENT, KERALA, INDIA.

Account Receivables Associate, March 2020 – Sept 2021.

- Reviewed, followed up, and worked on unpaid claims, old claims, no response claims, outstanding claims, and denials.
- Demonstrated the ability to read and interpret EOBs, and face sheets from medical facilities.
- Created, processed, and submitted claims to various insurance companies electronically, mailed, and or by fax, ensuring their accuracy by contacting the patient, health companies or institutions.
- Submitted electronic claims and paper claim to primary or secondary insurance.
- Edited, corrected, and handled failed claims with proper information and resubmitted claims as required.

ZH HEALTHCARE, KERALA, INDIA.

Account Receivables Caller, Sept 2018 – March 2020.

- Received incoming calls from patients and insurance companies, troubleshooting issues with billing.
- Counselling patients with outstanding balances and set up payment plans in conjunction with the central medical billing department.
- Completed appeals and filed and submitted claims. Posted charges, payments, and adjustments.
- Submitted refund requests for claims paid in error. Carefully prepared reviewed and submitted patient statements.
- Ensured timely and accurate charge submission through electronic charge capture, including the billing and account receivables system and clearinghouse.

POPULAR VEHICLES AND SERVICE, KERALA, INDIA.

Customer Relation Executive, June 2017 – July 2018.

- Attaining daily, weekly and monthly targets specified by the process.
- Conveying the client requirements to the team with regards to the process.
- Resolving customer complaints.
- Attending escalation calls apart from taking normal calls.
- Taking vehicle service leads on daily basis.

ADDITIONAL SKILLS

1. Communication

- Verbal and Written
- Listening

2. Time Management

3. Software Skills

- MS Office (Word, Excel)

4. Internet Skills

- Send and receive emails
- Navigate social networks
- Conduct research using search engines

5. Self-Motivation

6. Medical Billing

7. Revenue cycle management

8. Accounts Receivable

REFERENCE

Can be provided if required

STATE BANK OF INDIA, KERALA, INDIA.

Branch Relation Executive, Jan 2016 – June 2017.

- Marketing and selling credit cards to consumers.
- Educating customer regarding credit card terms, uses and price.
- Answering customer calls and resolve complaints about the credit cards or issues that may arise during usage.
- Need to submit credit card form and customer documents to head office.

EDUCATIONAL HISTORY

- **2018**

U.S Medical Billing in Cigma Healthcare Academy

Kerala, India

- **2015**

DEGREE Bachelor of Business Administration

KMM College of Arts and Science

Kerala, India

- **2012**

Plus, Two Commerce with Computer Application.

M.C.M H.S.S

Kerala, India

DECLARATION

I hereby declare that the above-furnished information is true and fair to the best of my knowledge.

AKHIL SANIL