

Niti Suthar

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Mobile : 9428731610

A highly experienced and qualified person with post graduation in commerce. Looking for a senior position in a professional and dynamic environment which gives excellent career growth opportunities contributing to the success of the organization.

ACADEMIC CREDENTIAL

M.Com(2007)

North Gujarat University, Gujarat

CURRENT JOB PROFILE

RCM Executive: Medrilier India Pvt Ltd

(22 Nov 2018 to 15 Aug 2019)

Job responsibility:

- Managing Patient Charge Posting, Submission to Clearing House
- Payment Posting of Insurance Companies and Patients via ERA
- Supervising and Handling Queries Management
- Developing 'Month Close Report' of Insurance and Patient Payment
- Insurance and Patient Payment Reconciliation

WORK EXPERIENCE

Junior Executive: Advantage Healthcare solution(Fedora)

(8 February 2016 to 15 Nov 2018)

Job responsibility:

- Handling of Overseas Patient Accounts and Delivering Statements
- Payment Posting of Insurance Companies and Patients via ERA, Manual Cheque and Credit Card payment
- Preparation of Insurance and Patient Payment 'Month Close Report'
- Preparation of 'Under-Payment Report' as per Insurance Allowed Amount
- Reconciliation of Insurance and Patient Payment
- Handling Queries Management
- Handling Three Projects Simultaneously
- Secondary Claim Submission to Primary Insurance along with Primary EOB

Accounts & Commercial Officer - Asian Granito India Ltd, Corporate Office, Ahmedabad.

(August 2009 to August 2013)

Asian Tiles possesses the strength of over 4000 business associates spread across the nation. Asian Tiles is all set to reach the goal of supplying world class product, through a network of 18 depots with display centers & ultra modern plant in the ceramic zone of Sabarkantha, Gujarat.

Job Responsibilities:

- Receiving bills from the suppliers and vendors. Checking and booking in to the system with necessary approvals.
- Employee tour expense bill receiving, checking and booking as per the company policy with necessary approvals.
- Follow-up for all the 18 C & F depots for rent, utility and other day to day expenses. Receiving vouchers, checking and booking with necessary approvals.
- Timely Vendor and supplier payments with necessary approvals to maintain good vendor relationship for un-interrupted services.
- C & F expense re-reimbursement and payment for various rent and utility expenses related to respective C & F depots.
- Booking of Service Tax invoice and Octroi expenses and timely payment within deadlines.
- Handling and checking of petty cash expense and timely booking with necessary approvals.
- Petty cash re-reimbursement, Payment of Override Commission and other depot expenses and amount payment by imprest system.
- Interest and Security Deposit Payments.
- Liaise with Auditors for various quarterly, half yearly and yearly audit schedules. To assist them for various audit required data and files and respond to the queries raised by auditors.
- Cheque return and its Debit Note.

IT SKILLS

- Adequate accounting software exposure like Md Office Management, Advance MD & Onco EMR.
- Has sound knowledge of MS OFFICE, Windows Operating System, and Internet & E-mail Applications.
- Currently working on MS based Navision ERP system

STRENGTHS

- Dedicated, Positive Attitude, takes initiative, keen learner.
- Self-reliant and committed to ongoing professional self-improvement.
- Ability to work in close co-operation as a team member to achieve set targets.

PERSONAL DETAILS

Languages Known	:	Gujarati, Hindi and English
Hobbies	:	Drawing, Music, Reading
Date of Birth	:	18 th July
Marital Status	:	Married
Address	:	B-6, Ojus park, Nr. Vasna Jakat Naka, Vasna Rd., Vadodara-390007

DECLARATION

I hereby declare that the above information mentioned by me is correct to the best of my knowledge and belief. References can be provided if asked.

Place:

Yours Sincerely,

Date:

NITI SUTHAR