

K | S

KANISAK SHAKYA

ACCOUNT



F-175 TRANS YAMUNA
COLONY PHASE 2
RAMBAGH AGRA , 282006



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MAIL.COM



ABOUT ME

Dynamic and detail-oriented accounting professional with 4 years of experience, proficient in managing accounts and leading teams to success. Having worked closely with a manager, I developed great problem-solving abilities, good leadership skills, critical thinking, and proficiency in MS Office. Graduated with a high school diploma in 2012, I'm eager to bring my expertise to your team and contribute to achieving financial excellence.

EDUCATION

ASSOCIATE OF SCIENCE

WORK EXPERIENCE

MANAGER

Apr 2021 - Present
AGRA

ACCOUNT

(BILLING DEPARTMENT) AGARWAL CRITICAL CARE CENTRE

- * **Invoice Generaon:** Prepare and generate accurate invoices for paents, ensuring all services, treatments, and medicaons are billed correctly.
- * **Billing Reconciliaon:** Reconcile billing statements with the hospital's financial records, ensuring that there are no discrepancies.
- * **Paent Queries:** Address billing inquiries and concerns from paents, explaining charges and assisng in resolving any discrepancies.
- * **Payment Collecon:** Ensure mely collecon of payments from paents and insurance providers, tracking outstanding dues.
- * **Documentaon:** Maintain accurate and organized records of all billing transacons, invoices, and payments for future reference and audits.
- * **Compliance:** Ensure compliance with hospital billing policies, healthcare regulaons, and insurance protocols.
- * **System Updates:** Update and maintain billing soware and systems with the latest charges, paent informaon, and payment records.
- * **Collaboraon:** Work closely with other departments, including accounts, insurance, and paent care teams, to ensure accurate billing and smooth operaons.
- * **Reporting:** Assist in generang billing-related reports for management, providing insights into revenue, outstanding payments, and financial trends

FRONT OFFICE

COMPUTER OPERATOR

MAHARAJ AGARSEN INTER
COLLEGE / AGRA / 2014

HIGH SCHOOL DIPLOMA
SWAMI BAGH HIGHER SEC
SCHOOL / DAYAL BAGH AGRA /
2012

BACHELOR OF SCIENCE
AGRA COLLEGE AGRA / AGRA /
2017

SKILLS

GREAT PROBLEM SOLVING

GOOD LEADERSHIP SKILL

CRITICAL THINKER

M.S OFFICE

PERSONAL
DETAILS

Date of birth:
03 May 1997

Nationality:
INDIAN

Marital status:
MARRIED

Jan 2020 - Dec 2020
AGRA

(BHARAT INDUSTRIES)
ECHOING THE SUMMERSIBLE OF COMPUTER
MACHINE

- Boosted sales by leveraging computer machine expertise
- Increased client engagement through targeted sales strategies

LANGUAGES

HINDI

ENGLISH

EXTRA-CURRICULAR ACTIVITIES

Jan 2025 - Jan 2025

OPERATING
SYSTEM

Jan 2025
AGRA

TECHNICAL PROFICIENCIES

WINDOW XP
WINDOW 7,8,10

DECLARATION

I CERTIFY THAT THE INFORMATION FURNISHED
BY ME ABOVE IS CORRECT TO THE BEST OF MY
KNOWLEDGE AND BELIEF....

DATE

PLACE

SIGNATURE

