



**SUPPLY CHAIN
PURCHASE
LOGISTICS
EXPORT & IMPORT
SALES COORDINATION**

Business Executive

MANJU NAIR

CORE COMPETENCIES

5 YRS UAE EXPERIENCE

OPERATIONS MANAGEMENT

LOGISTICS MANAGEMENT

VENDOR MANAGEMENT

QUALITY MANAGEMENT

TEAM MANAGEMENT

ADMINISTRATION

PROCUREMENT

INVENTORY CONTROL

PROCURE TO PAY

SAP / ERP

Ms. Manju is a **SELF MOTIVATED** hi esteem woman with **CONFIDENCE**. She has more than **13 YEARS OF EXPERIENCE** in administration, sales, planning, purchase, logistics and operations. Manju is ready to take calculated risks and **STRONG IN ADVERSE CONDITIONS**. She never misses out a chance to meet and **SOCIALIZE** with people. Being assertive helps in **PRIORITIZING HER TASK** and make sure to get her points across. She strikes the right balance between **WORK AND FAMILY**. She is a great mother and wife as well.

PROFILE

- Sincere & diligent Professional with over **13 years of work experience within the Health Care Sector.**
- Post Graduate from Mumbai in Supply Chain Management specializing in data analytics, **SAP MM, ERP**
- Diversified **Knowledge with passion** in Purchase Dept., B2B, FMCG, Distribution, Customer & Sales Coordination, Inventory, Strategic Planning, Supply Chain, Logistics, Material Resource Planning, and Administration & Quality Assurance.
- Sound ability of handling multiple projects to resolve systems bottlenecks within shortest time frame and ensuring **smooth operations.**
- Act as a **primary interface** between the company and international customer base.
- Excellent **language command** over English, Hindi and Malayalam.

MY PROFESSIONAL APPOINTMENTS

Senior Analyst
Neolytix (August 2021- Present) Virtual Assistant

- Generating invoices and account statements performing account reconciliations.
- Maintaining accounts receivable files and records producing monthly financial and management reports. Investigating and resolving any irregularities or inquiries.
- Assisting in general financial management and analysis post daily deposits.
- Communicate with clients about billing discrepancies and questions.
- Engage over AR problems and Initiate collections on past-due accounts.
- Create and update a log sheet for quality control.

CONTACT

 SHARJAH, UAE

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EDUCATION CREDENTIALS

Academic:-

. Bachelors of Commerce from University Of Mumbai, India 2008.

. Post Graduate Program in Supply Chain Management 2021.

Technical:-

. SAP MM ERP

. Conversant with MS Office (Word, Excel & PowerPoint)

. Practice Management Software

. CRM Database system

PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : September 16, 1985
- Marital Status : Married
- Languages. : English, Hindi, Malayalam & Marathi
- Passport No : L4815699
- Visa Status. : On husband Visa
- References. : Available on Request

Media Monitoring Officer IPSOS (May 2018- March 2020) Sharjah

- Prepare and distribute daily press digests which will highlight coverage responsive to agreed keywords in print, radio and TV sources and shared with the Client.
- Monitors and develops reports on competitor activity within social media spaces.
- Liaise closely with other media monitoring officers.
- Monitor the news output of all major TV, radio stations print and social media sites
- Addressing all emails / queries received from different officials and send required information on time.

Revenue Cycle Specialist Sonsy Technologies (Oct 2015 – May 2018) Dubai

- Responsible for balancing tie outs from billing and patient accounting systems(NextGen, RXNT, Advanced MD, Walrus, Biolite)
- Interacting on a daily basis with providers office in USA
- Build and maintain strong internal and external provider relationships.
- Prepare detailed discrepancy reports for Providers.
- Processing patient claims & rejections, managing insurance denial and verification of insurance benefits, patient scheduling, and patient statement.
- Train and support new billing clerks.
- Assuring quality of provider accounts.
- Contributed to significant time and cost savings by tool thus improving work quality and efficiency of the company.
- Maintaining strong calibration between quality and operations team.
- Electronic health record and ordering E-prescription.

Medical Billing Senior Quality Analyst Inventurus Knowledge Solutions (May 2010 – July 2013) Mumbai, India

- Prepare detailed discrepancy reports for Providers.
- Worked closely with Providers to resolve all open balances account.
- Accountable to reconcile all payments within 30 days.
- Work with clearing house to resolve file compatibility issues.
- Run daily, weekly and quarterly reports to ensure quality assurance and control.
- Ensure quality control and assurance by consistent auditing on complete Revenue Cycle.
- Provide training on complete Revenue Cycle to Trainees following Assessment.
- To conduct weekly/biweekly review on the process with the Team and Management.
- Preparing Quality Performance Review (QPR)
- Creating Performance Improvement Plan (PIP) for analyzing performance problem and setting up systems to ensure Quality Performance.

Medical Billing Coordinator & Admin Assistant Sonsy Technologies (April 2006 – April 2010) Mumbai, India

- Submission of Insurance claims : Medical including Workers Compensation and Hospital
- Reaching the targets accordingly to the industry expectations, posting the payments, charge entry, clearing house rejections.
- Interaction with the AR team on day to day operations and preparing month end reports. Reporting to Project Manager.
- Good knowledge in correspondence (zero payments) and claim denial management related to coding (for e.g. checking modifiers, CPTs, and DX codes), Overall knowledge in modifiers.
- Sets up patient payment plans according to established policies
- Responsible for generating patients' statement and follow up on unpaid patient bills.

I hereby declare that the particulars given above are true and correct to my best knowledge and belief.