

# AMRITA JANA

Kolkata, West Bengal, 700031  
7980810326 | amrita17jana@gmail.com

---

## Objective

To obtain a position that involves innovation and presents challenging environment that will enable to utilize my acquired skills and improve my knowledge with the latest trends.

---

## Skills

- Strong organizational and multitasking ability
- Communication and Interpersonal skills
- Conflict Resolution
- Risk management
- Analytical Thinking and Problem Solving

---

## Experience

- **Billing and Operations Executive** 2021 - Present  
Sri Aurobindo Seva Kendra (EEDF)
  - Checking and updating Patient files on daily basis
  - Verified and checked amounts billed for various medical investigations ensuring alignments with pricing guidelines.
  - Calculate and allocate doctors revenue shares based on service agreements and billing data.
  - Monitor billing records to validate doctor earnings against procedures performed.
  - Maintain detailed reports on revenue distribution and resolve discrepancies in earnings efficiently
  - Update government health portal on daily basis

OT coordinator -

  - Coordinate daily activities and schedules for surgeries.
  - Act as a point of contact between the OT, Surgeons, and administrative departments.
  - Facilitate clear communication regarding surgery schedules , delays or emergencies.
  - Assist in planning and budgeting for OT operations.
- **Community Leader** -  
Unschool ( Internship)
  - Communicating with people about the course details.
  - Team building for sale process
  - Team leader and making decisions regarding sales

---

## Education

- **Netaji Subhas Open University** 2022  
Master of Commerce (Goenka College of Commerce)  
68%
- **Calcutta University** 2020  
Bachelor of Commerce And Accounting Honours  
5.8 CGPA
- **St. Joseph and Mary's School** 2017  
ISC  
75
- **Lycee** 2015  
ICSC

### **TECHNICAL SKILLS**

- ● CFAS (Certificate in Financial Accounting System )
- ● Ms Word
- ● PowerPoint
- ● Ms Excel

---

### **Interests**

- Singing
- Drawing

---

### **Languages**

- English
- Hindi
- Bengali
- Odia ( only speak )