

# AMRITA JANA

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## 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.

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## Skills

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

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## 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

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## 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

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### **Interests**

- Singing
- Drawing

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### **Languages**

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