

# MISTHAH K

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## Summary

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Customer-focused professional with a strong financial background, seeking to leverage my experience as an account executive and insurance claim specialist to excel in the role of a Money Exchange Teller. I am dedicated to delivering exceptional customer service, ensuring accuracy in currency exchange transactions, and maintaining compliance with financial regulations.

## Experience

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### **BIGWAVE INFOTECH | Dubai, Al Barsha**

#### **Accounts Executive | 10/2022 - 10/2023**

- Managed and expanded client portfolios, exceeding sales targets and delivering financial solutions to clients.
- Provided exceptional customer service, addressing client inquiries and concerns promptly and effectively.
- Conducted in-depth financial analysis and implemented investment strategies to align with client objectives.
- Entered data from source documents within time limits/maintain digital and physical financial records.
- Reviewing data for deficiencies of errors, correcting any incompatibilities, and checking output.
- Receiving and processing all invoices, expense forms and request for payments

### **HGS Health Care Ltd. | Karnataka, Bangalore**

#### **Claims Specialist | 07/2020 - 05/2022**

- Processed insurance claims accurately and efficiently, ensuring timely and accurate payouts.
- Collaborated with clients and insurance adjusters to gather necessary information and documentation for claims
- Upheld strict adherence to industry regulations and data privacy standards.
- Maintained compliance with insurance industry regulations and data privacy standards.
- Reviewed provider coding information to report services and verify correctness.
- Paid or denied medical claims based upon established claims processing criteria
- Reported policy changes and company conditions affecting customer satisfaction

## Education

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### **Visvesvaraya Technological University | Mangalore, Karnataka**

#### **Master of Business Administration in Finance | 05/2020**

- Organized SAMARTHYA Management fest at Shrinivas Institution of Technology.
- Organized Business plan model presentation to UG students.
- Participated in SHRIYANS-Organized SAMARTHYA 2018 Management fest.

### **Mangalore University | Puttur, Karnataka**

#### **Bachelor of Commerce | 03/2018**

### **Board of higher secondary education | Puttur, Karnataka**

#### **Commerce | 04/2015**

## Academic project

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### **A study on financial growth analysis with special reference to Orient Bell Ltd., Bengaluru**

The objective of the study was to analysis of the comparative balance sheet, common size balance sheet, comparative income statement over a period, common size income statement and to analyse the trend of the company in terms of fixed asset, current asset, capital, interest from income and net profit etc.

## SOFTWARE PROFICIENCY

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- **MS Office**

Word | Excel | PowerPoint

## Languages

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English, Hindi, Malayalam, Kannada, Tamil

## AREAS OF INTEREST

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- Foreign Exchange Teller
- Exchange Remittance Clerk
- Accounting
- Cashier
- WPS Associate
- Front Line Associate

## HOBBIES & INTERESTS

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Music, Swimming, Travel, Sports, Photography

## DECLARATION

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

**-MISTHAH**