24-69 Collier Avenue

Far Rockaway, NY 11691

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yineeta chitlall

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| Objective |  | Financial Secretary with 6 years of experience working in a Dental Office. Experience in insurance billing, ordering supplies and other financial duties. Excellent communication and people skills and highly commended for carrying out assigned duties. Seeking the position of a Dental Hygienist.  |
| Professional Achievements |  | Employee of the monthJanuary 2010Employee of the monthApril 2012 |
| Skills |  | Excellent communication skillsProblem solvingClient FocusedTeam focusedQuick LearnerComputer ProficientExperience with Patterson Dental and Dentimax SoftwaresOrganized  |
| Work History |  | Accounts clerk, georgetown hospital, georgetown, guyanaAugust 2007-January 2008Update Inventory recordsDistribution of Pay stubs to hospital employeesFinance assistant, preferred dental care, flushing, nySeptember 2008-PresentCommunicate with patients in regards to insurance. Call insurance companies for benefits and follow up on claim payments, submit insurance claims for payment, follow up with patients on balances and send out statements to patients. Calculate employee hours for 30 employees, order general office supplies and do bookings of trips for employee training.  |
| Education |  | High school diploma, st.rose’s high school, georgetown, 2007Graduated with third position in my class, received award for best graduating Spanish student.york college, jamaica, nyAcquired 78 credits prerequisites for Physician Assistant Program. Awarded Dean’s list for 3 consecutive semesters. Transferred to New York City College of Technology Dental Hygiene Program due to change in career.Associate of science: dental hygiene, brooklyn, ny, 2015 |
| References |  | Bibi abrahimFinance In Charge, Preferred Dental Care917 815 1487Dr shilpa trivediOwner (Dentist), Preferred Dental Care718 445 7600 |
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