24-69 Collier Avenue

Far Rockaway, NY 11691

2038936042

Yineeta05@rocketmail.com

yineeta chitlall

|  |  |  |
| --- | --- | --- |
| 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 month January 2010 Employee of the month April 2012 |
| Skills |  | Excellent communication skills  Problem solving  Client Focused  Team focused  Quick Learner  Computer Proficient  Experience with Patterson Dental and Dentimax Softwares  Organized |
| Work History |  | Accounts clerk, georgetown hospital, georgetown, guyana August 2007-January 2008  Update Inventory records  Distribution of Pay stubs to hospital employees Finance assistant, preferred dental care, flushing, ny September 2008-Present  Communicate 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, 2007 Graduated with third position in my class, received award for best graduating Spanish student. york college, jamaica, ny Acquired 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 abrahim Finance In Charge, Preferred Dental Care  917 815 1487 Dr shilpa trivedi Owner (Dentist), Preferred Dental Care  718 445 7600 |
|  |  |  |