

Kakara Namratha

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OBJECTIVE

To contribute to a challenging and progressive organization by utilizing my skills and experience in hospital auditing, ensuring continuous learning and growth in a dynamic work environment.

EXPERIENCE

OMNI RK Hospitals, Visakhapatnam

Audit Executive

12th December 2022 - 20th December 2025

- ❖ Conducted regular IP billing and unclosed bill audits to ensure revenue accuracy and timely closure
- ❖ Verified OT and Cath Lab PMR sheets, ensuring completeness and compliance with hospital protocols
- ❖ Performed physical stock audits, including verification of departmental GRNs and inventory records
- ❖ Audited OP/IP discount approvals as per management authorization matrix
- ❖ Monitored outsourced laboratory billing, reconciliation, and variance analysis
- ❖ Conducted random cash audits and strengthened internal financial controls
- ❖ Tracked bed occupancy status and audited patient admissions and discharges
- ❖ Coordinated with internal departments to ensure audit compliance and corrective actions
- ❖ Assisted in preparation of monthly audit reports for management review
- ❖ Verified manpower deployment and attendance for Housekeeping staff
- ❖ Audited Marketing DMC bills, including verification of marketing conveyance and supporting documents
- ❖ Reviewed HR full & final settlements, new joiner documentation, and payroll-related validations
- ❖ Audited departmental GRNs, Purchase Orders (POs), and Work Orders for accuracy and authorization

SKILLS

- Strong communication and interpersonal skills
- Attention to detail with good analytical ability
- Adaptable and proactive team player
- Ability to work under pressure and meet deadlines

TECHNICAL SKILLS

- Proficient in MS Office (Excel, Word, PowerPoint)
- Familiar with hospital ERP systems
- Operating Systems: Windows XP, Windows 10

LANGUAGES KNOWN

- English
- Telugu
- Hindi

EDUCATION

St. Joseph Degree College, Visakhapatnam — B.Sc

Year of Passing - April 2021

- ❖ Chemistry, Botany and Zoology
- ❖ Aggregate : 70%

Medicover Hospitals, Visakhapatnam

Audit Executive

May 2021 - November 2022

- ❖ Maintained and audited inpatient and outpatient billing systems
- ❖ Ensured completeness and accuracy of submission records
- ❖ Conducted verification of cash flow through daily audit reports
- ❖ Reviewed OT schedules and material consumption logs
- ❖ Coordinated physical inventory verification of pharmacy and consumables
- ❖ Monitored pending and high-value discounts for appropriate approvals
- ❖ Actively supported finance team in internal audit compliance

**St. Joseph Junior College,
Visakhapatnam — *Intermediate***

Year of Passing - March 2017

- ❖ Chemistry, Botany and Zoology
- ❖ Aggregate : 72%

**Primary Talent High School,
Visakhapatnam — *SSC***

Year of Passing - March 2015

- ❖ Aggregate : 65%

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief.