

# CURRICULUM VITAE

STEPHEN OCHIENG OMULLOH

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## Professional Summary

Detail-oriented Billing Specialist with a proven track record at RFH Specialist, excelling in invoice processing and insurance verification. Demonstrated expertise in reducing financial discrepancies through meticulous audits and effective communication. Strong customer service skills complemented by proficiency in billing systems, contributing to enhanced financial reporting and operational efficiency.

## SKILLS

- Billing and invoicing
- Insurance verification
- Billing systems and software
- Invoice processing
- Customer service

## Work history summary

### RFH SPECIALIST

#### **Billing Specialist 2023-Current**

- Processed patients invoices accurately and efficiently.
- Assisted in resolving billing discrepancies through effective communication.

- Contributed to improved financial reporting by reconciling discrepancies between invoiced amounts and actual payments received

## CloudFactory Kenya

### **Data Entry Clerk 2019-2024**

- Entered and maintained data with high accuracy in company database systems.
- Reviewed and verified source documents for completeness and correctness.
- Assisted in training new staff on data entry processes and system navigation.
- Generated reports to track data entry progress and identify discrepancies.

## **Education summary**

### EGERTON UNIVERSITY 2015-2020

#### **BSC – CHEMISTRY**

Hands-on learning through apprenticeships or internships demonstrate commitment to the job.

### AGORO SARE HIGH SCHOOL 2011-2014

Graduated with an **A minus**.

### ST JOHNS PRIMARY SCHOOL 2002-2009

Scored 340 marks

## REFEREES

**DR. Adhiambo Winny**

Healthcare administrator

RFH Healthcare

0706439455

Newton Gitau

People's officer

Cloudfactory Kenya

0724415693