

DENNIS

DENNIS.154049@2freemail.com

**Career Objective**:-

Acquires a dynamic and meticulous two years experience in Hospital Patient Insurance with highly acclaimed and reputed hospital.

**Professional Experience**:-

* **Currently working in Dubai, in a medical center as a Insurance Cordinator.**
* Worked with **Anantshree Multi-Specialty Hospital, Bhopal, Madhya-Pradesh, India** in the period of **01/12/2009 to 28/02/2012** Worked as **Insurance Co-coordinator, responsibilities** which included :
* **Claim Verification.**
* **Invoice Re-checking.**
* **Claim submission.**
* **Re-submitting of Rejected Claims.**
* **Payment Collection.**
* **Delayed Payment Collection.**

**Professional Qualification**:-

* B.Sc Nursing from Rani Durgawati Vishwavidyalaya Jabalpur - M.P July-2005 to July-2009

**Educational Qualification**:-

* Higher Secondary School Certificate (10+2) from Bhopal, MP, INDIA.

**Computing Knowledge:-**

* MS Office, Windows.
* Excel.
* Internet & Emailing.
* Page Maker.
* Documentation.

**Additional Responsibilities:**

* Reporting to Head of the Department.
* Preparing and Maintaining Records.
* Preparing Invoice.
* Participation in Teaching Program In service Education Programs.
* Management of other personnel in the Unit.
* Invoicing and payment follow-up for corporate accounts.

**Declaration;**

The above particulars are true to the best of my knowledge.

Place: Available for Interview - Immediate

Date: