RUKSARBANU H PATHAN

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**Qualifications**

Certified Pharmacists by State Pharmacy Council of India.

**Interests**

Travelling, collecting news about pharmacy, reading newspaper, etc.

**Work experience**

**Healthcare Informatics Pvt. Ltd May 2013 — Feb 2015**

**Medical Biller ( emergency department, cardiology )**

My job Responsibility is to take the data provided and use it to compile and submit claims to insurance companies and then subsequently bill patients. Day-to-day responsibilities vary from location to location, but often include: Using coded data to produce and submit claims to insurance companies, Working directly with the insurance company, healthcare provider, and patient to get a claim processed and paid, Reviewing and appealing unpaid and denied claims, Verifying patients’ insurance coverage, Answering patients’ billing questions &Handling collections on unpaid accounts

**SHRI VENKATESHWAR HOSPITAL & Jun 2013 — Jun 2014**

**MEDICAL RESEARCH CENTRE LTD.**

**(Balaji Hospital)**

**Pharmacist**

My job duties are to dispensing prescription medicines to the public; ensuring that different treatments are compatible; checking dosage and ensuring that medicines are correctly and safely supplied and labeled. Also Maintain records, such as pharmacy files, patient profiles, charge system files, administrative duties, or buying or selling non-pharmaceutical merchandise.

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**VLCC Healthcare Ltd Nov 2013 — March 2014**

**Guest Relationship Executive**

My Job role is to maintain a professional work environment, staff supervision and administrative support. They shoulder a variety of responsibilities, often at the discretion of the company owner. These tasks can vary from managing accounting functions to allocating work assignments to approving the purchasing of office supplies. The job specifics of a front office manager largely depend on the company's needs. Other important functions include:

* Supervisor support

* Office harmony

* Crisis handling

* Office morale

* Troubleshooting

* Customer service

**Crystal voxx Pvt .ltd March 2015 — Present**

**Process Associate Executive/Medical Coder( CPC and infectious disease)**

Evaluated patient records for suitability, completeness, and correctness of health data

* Recorded data electronically for collection, storage, analysis, recovery, and reporting
* Arranged and maintained data for medical databases and registries
* Prepared financial statements and billing procedures
* Handled all kinds of insurance claims, including private, Medicare and insurance fraud
* Collected payment for healthcare services provided
* Completed insurance and other claim forms
* Utilized classification software to assign clinical codes for reimbursement and data analysis
* Protected patients’ healthiness information for privacy
* Prepared, keyed in, edited, and proofread health check records
* Interviewed patients with the aim of completing forms, documents and case histories

**Education**

**B.pharm Degree** **May 2008 — Jun 2012**

* North Maharashtra University
* I have also completed My Graduation in B.pharm with First Class 69% in June-2012.(Throughout English Medium).

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| **H.S.C** | **March 2007 — March 2008** |
| * Gujarat Secondary Education Board
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| * I have passed H.S.C Examination with 63%
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| **S.S.C** | **March 2005 — March-2006** |
| * Gujarat Secondary Education Board
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| * I have passed S.S.C Examination with 82%
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**CAREER OBJECTIVE**

* I am seeking a position to give my best in my professional pursuit for overall benefit and growth of the company that I serve by facing the challenges. I will show my dedication and gain some experience

**SKILLS**

* Team work
* Good research and communication skills
* Advance knowledge of medical terminologies and concepts
* Familiar with numbers with excellent analytical skills
* Knowledge of planning effective drug therapy
* Good organizational and problem solving skills
* Comprehensive knowledge of word processing, Excel, database searching and the Internet.
* Communication, Teamwork ,Initiative, Problem solving, Flexibility, Computer
skills ,Technical skills

**INDUSTRIAL EXPLOSURE**

* I Have Done One Month Training At The Divine Lab. PVT LTD MANUFACTURERS OF PHARMACEUTICAL PRODUCTS,(AN ISO 9001-2000 AND GMP COMPANY Near Dhabasa ,Vadodara. I have participated in (YICC) Young Innovators Choice Competition 2012 Mumbai.
* Attended a State Level Orientation Program Cum Competition at R.C. Patel Institute of Pharmaceutical Education and Research-Shirpur.

**PERFORMANCE IN COLLEGE & PROJECT UNDERGONE**

* Won 3rd price in HERBAL COSMETIC.
* MIDAS TOUCH IN PHARMACY Project Report Submitted to North Maharashtra University, Jalgaon. In partial fulfillment for the Degree of BACHELOR of PHARMACY.

**Gulfjobseeker.com CV No:** **1510710**