CAREER OBJECTIVE



A result-oriented, multi-talented, and dynamic management professional with an experience of 3 years in the insurance coordination and accounting domains, looking to create an impact in a mid-level management position with your reputed company. Recognized for exemplary skills in customer service delivery, financial accounting, process administration, and execution of operations, exploring opportunities in the middle managerial cadre to contribute to business growth and profits.

SKILLS

* Patient Data Procurement, Clinical Information, Medical Histories
* Service / Program Registration, Policy Sales, Policy Claims
* Client Interaction, Customer Service, Query Resolution
* Departmental Coordination, Liaising with Insurance Providers
* File Verification, Recording & Documentation, Data Backups
* Account Payables, Account Receivables, Bank Reconciliations
* Outpatient Billing, Invoice Support, Payment Collection
* Journal Entries, Purchase Registers, Petty Cash Management
* Aging Report Analysis, Accounts Analysis, Income Analysis
* Accounting Records, Calculation Accuracy, Closure of Accounts
* Planning, Prioritization, Organization, Execution, Delivery
* Communication, Analytics, Management, Reporting

PROFESSIONAL EXPERIENCE

**Medical Insurance Coordinator and Assistant Accountant, Sep 2012 – Sep 2015**

**Shifa Buraidha Medical Center, Kingdom of Saudi Arabia**

**Highlights:**

* Conceptualized, planned, developed, and deployed a strong platform for the maintenance and updation of medical data records in manual and electronic forms.
* Implemented a robust reporting system for the clinic, which enabled report sharing with particular insurance companies on a daily / monthly basis, without any hassles.

**Key Responsibilities as Medical Insurance Coordinator:**

* Reviewed and acquired adequate information about patient cases and their insurance covers before placing a personal call to renew or switch their existing insurance.
* Procured complete information about the patient while registering them for the service / program, in line with the rule laid down by the company.
* Assisted clients in filling up the missing patient and demographic information in order to prevent any issues with the insurer, during claim processing.
* Coordinated with the ordering physician’s administration office or customer service desk to handle issues regarding missing patient information from the scanned records.
* Developed referral forms, collated patient details, and submitted claims for final approval from the insurer; sent approvals for medical and dental procedures.
* Managed end-to-end document and benefits processing for all clients with the support extended by the management team from time to time.
* Collaborated with the team to deliver pre-defined responsibilities, participated in review meetings, shared innovative business development ideas.
* Maintained printed as well as digital records of patient files and ensured that all outpatient files are available for the daily verification process with regard to insurance benefits.
* Interacted with officials from various insurance companies to procure in-depth information and product knowledge about their new policies.
* Handled accountability towards the documentation of medical records, claim coverage, approval papers, and patient files, both, manually as well as electronically.
* Liaised between the clinical staff and insurance provider to assist in the procurement of clinical information for particular patient cases; adept user of business applications and insurance software such as EMR and ICD 10.

**Key Responsibilities as Assistant Accountant:**

* Managed account payables and account receivables on a day-to-day basis, while ensuring accuracy in the payments received, amounts calculated, and records entered in the database.
* Provided assistance to the invoicing department in the billing process for insurance policies, handled outpatient billings, and collected payments.
* Tracked payments due from customers, monitored customer accounts until the final settlements were reached, and effectively managed correspondence with defaulting entities to close accounts.
* Collaborated with senior personnel in the department to address chronic cases of non-payment and arrived at agreeable solutions to close such pending cases.
* Conducted aging report analysis, accounts analysis, and process checks to ensure that all operations of the accounts department are functioning in order.
* Developed excel spreadsheets for the tracking and analysis of income, daily expenses, purchase entries, and account ledger, as part of petty cash management.
* Handled accounts books including sales & purchase register and cash book, along with other accounting information as per global accounting standards.
* Managed monthly closure of accounts, verified journal entries, resolved discrepancies found in the books of accounts (if any) and prepared bank reconciliation statements.
* Used accounting software Tally and Peachtree to enter accounting data and accorded appropriate accounting treatment to various business transactions.

EDUCATION

**Bangalore University, Bangalore, India**Bachelors in Commerce (2011)

PERSONAL INFORMATION

* Citizenship: Indian
* Visa Status: Visit Visa
* Date of Birth: 08/10/1989
* Marital Status: Single
* Language: Fluent in English and intermediate Arabic