**Curriculum Vitae**

FIDAHUSEIN

FIDAHUSEIN.319879@2freemail.com

**OBJECTIVE:**

* To seek a challenging position in the field undertaken with opportunity &

growth that would best fit my qualification. To succeed in any field of occupation and to devote best of the work undertaken.

**EDUCATION PROFILE:**

**SCHOOLING:**Zenith High School. (English Medium, Baroda).

* Obtained **55%** in **10TH** GSEB Exams in 2003-04 attempt.

* Obtained **51.33%** in **12th** GSHSEB Exams in 2005-06 attempt.

**UNIVERSITY STUDIES:Ranchi University, India**

* Obtained First class in **Bachelor of Commerce (B. Com) Year 2010-11.**

**COMPUTER KNOWLEDGE (CERTIFICATIONS):**

* **Computer Operator Cum Programming Assistant Course from Ebrahim Bawany Industrial Institute of Training.** Passed with 80.5 % in the Year July-07
* Well Experienced with Microsoft Office Applications.
* Proficient with Internet & E-mail.

**PROFESSIONAL EXPERIENCE:**

**Job Profile:**

* Currently working as Insurance Receptionist at Central Private Hospital L. L. C (U.A.E) **since May’14**

**Roles & Responsibilities:**

* Greeting Patients Politely
* Scheduling Appointments for Patients
* Explaining Patients about Health Care Package, Maternity Package
* Medical Record Keeping of Patients
* ***Verifying Insurance Cards from all Out Patients***
* Checking of Hospital Network Coverage’s for Patients Insurance Cards
* Creating all Patients file in the Concerned Insurance Form
* Getting Approval from the Insurance Company for any Special Un-covered Treatment
* To follow Lab and Radiology Tests as per Insurance Coverage Policies
* Collecting Co-payment & Payments
* Screening all Insurance Forms for Final Verification
* ***Collect and Entering Claim Information***.
* ***Submit claims and following up with insurance carriers on unpaid or rejected claims***

**Previous Job experience**

* Worked as Office Administration Executive at Pathak H.R. Services, India **from June’11 To February’14**

**Roles & Responsibilities:**

* Handling and resolving queries of Clients
* Preparing Employees State Insurance Challan
* Preparing Employees Provident Fund Challan
* Reconciliation of Remittance
* Provident Fund Registration
* Employees State Insurance Registration, Professional Tax Challan
* Payroll, Record Keeping of the Employees
* Provident Fund Withdrawal of Employees

**PERSONAL DETAILS:**

* **Date of birth** :09th December 1986
* **Gender** : Male
* **Marital status** :Single
* **Nationality** : Indian
* **Languages Known** : English, Hindi, Urdu, Gujarati& Arabic learner
* **Visa Status** : Resident

**HOBBIES:**

* Music &Developing New Contacts

**PERSONAL STRENGTH:**

* I am smart worker, willing to learn. I am having strong visualizing skills and grasping power. In addition to this, mental toughness, strong will power, patience and decision making ability are my personal strengths.

I hereby declare that all above mentioned details are correct with the best of my knowledge.