**Name: RAIZA**

[**RAIZA.335215@2freemail.com**](mailto:RAIZA.335215@2freemail.com) ****

***PROFILE***

I am **Raiza** holding a Masters degree in **Computer Application** .I am equipped with most strategic and systematic approach towards business. On a personal level i enjoy and excel in fast paced environments. Right now I am looking for a lasting and satisfying career with a company that has a culture where everyone works hard, aims high and supports each other across the whole business.

***PROFESSIONAL EXPERIENCE***

**Organization: KTCT Medical Institute, TVM (DIST), KERALA**

**Designation: Administrative Assistant (Part Time)**

**Duration : JAN 2016 to OCT 2016**

**Nature of Work:**

* Verifying patient’s health cards.
* Submits predominations for clinical medical necessity.
* Enters data into the computer as needed maintains frequent phone contact with case managers at third party insurance companies
* Counseling to the patient.
* Performs related duties as assigned.
* **Se**nding the online Precuts.

***KEY STRENGTHS***

* Establishing professional relationships and team work.
* Working knowledge of MS Office and Internet
* Confident in negotiation and in dealing with people at all levels.
* Versatile, quick learner loves challenges and adapts well to new situation.
* Self- starter, able to motivate others to perform to their maximum potential.

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Course & Year | Institution/College | University / Boards | Percentage |
| Master of Computer Application (MCA),  2013-2016 | CHMM College, Parippally, Kollam (DIST) | Kerala University | 68.13% |
| Bachelor of Computer  Science (B.Sc),2009-2012 | CHMM College, Parippally, Kollam (DIST) | Kerala University | 69.56% |
| Plus Two – Biological  Science,2007-2009 | Gem Know Model higher secondary School | Kerala University | 72.34% |
| SSLC – Science Division,  2007 | Gem Know Model higher secondary School | Kerala University | 76.44% |

**COMPUTER COMPETENCY**

* Windows, MS-Office [Good knowledge of Excel, Word PowerPoint]

**LANGUAGES KNOWN**

* English, Hindi, Malayalam

Name : Raiza

**PERSONAL DETAILS:**

**:**

Gender : Female

Date of birth : 09/04/1991

Nationality : Indian.  
Religion : Islam, Muslim.

Marital Status : Married

Visa Status : Visit Visa [till 05/02/2017]

**DECLARATION:**

I hereby declare that the above information is true to the best of my knowledge.

#### Date: 08/11/2016

Place: ABU DHABI, UAE RAIZA

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