

**Email Address:**

[**Rubyjane.352501@2freemail.com**](mailto:Rubyjane.352501@2freemail.com)

**Ras Al Khaimah**

**United Arab Emirates**

**w/ Driving License:**

**EDUCATIONAL QUALIFICATION**

**Degree Holder:**

**Bachelor of Science in Business Hotel & Rest. Management**

**Davao Doctors College**

Davao City, Philippines

Year Graduated ( 2003)

**Secondary:**

**University of the Immaculate Conception**

Davao City, Philippines

Year Graduated (1999)

PERSONAL INFORMATION:

Date of Birth : February 2, 1982

Nationality : Filipino

Marital status : Single

Languages known : English, Tagalog, Visayan

PROFESSIONAL SUMMARY

**RUBY JANE**

**OBJECTIVE:**

Seeking an administrative position where I can put my skills to good use ,improve through better opportunities and experience fulfillment by facing different challenges that my work entails me to do and accomplishing them efficiently.

**GULF MEDICAL UNIVERSITY –RESEARCH, EDUCATION & HEALTHCARE**

* **Health Insurance Vision 2020 by AAFIYA- issued 13th March 214 Accredited by MOH 6 CME hrs. -I.D. 01537/2014**

**Work Experience:**

**Company: AL ZAHRAWI HOSPITAL L.L.C-(June 23, 2008 up to present)**

Al Nakheel St. Ras Al Khaimah

Position**: Insurance Coordinator**

Duration**: Has completed more than 8 years of experience handling covered insurances in U.A.E**

**Knowledgeable in MEDIWARE Healthcare Software in Hospitals & Clinics.**

**Knowledgeable on E-Claimlink XML data entry to DHPO.**

**Duties and Responsibilities:**

* Ensuring coverage of claims, guiding staff for correct use age of claim forms, approval papers
* Coordinating with insurance companies for obtaining information on new policies and their coverage
* Coordinating with Insurance Network Contracts for Empanelment.
* Explaining coverage of medical benefits to patients when required
* Assisting invoicing department in insurance processing and
* Preparing statements for Doctor’s account
* To liaise with insurance companies regarding eligibility, payments, approvals, reconciliation and other requirements.

**Company: CONSER CONSULTING ENGINEERING SERVICES**

Diera ,Dubai U.A.E.

Position**: Document Controller - Engineering Department**

Project Handled: **AL MARJAN ISLAND/Islands Development-RAK**

**Duties and Responsibilities:**

* Control records files to release blueprints, drawings, and engineering documents to manufacturing and other operating departments
* Correspondence in documents, fax, email, phone calls, memos and letters.
* Confers with document originators or engineering liaison personnel to resolve discrepancies & compiles required changes to document
* Encodes Data with proper and précised detail.
* Inputs and compiles data, & prepare the form of reports, analysis, and tabulation.
* To liaise with patients regarding their eligibility and entitlements.
* To design and implement a protocol for insurance practices in the hospital.
* To coordinate and co-operate with colleagues of the same department and other related departments for smooth running of Insurance operations.
* To train and educate staff in insurance matters.   
  To advice the management on insurance matters.

SKILLS SUMMARY:

* Billing, Excellent Speed in Encoding Data, Accounting
* Coordinating
* Written Correspondence
* Performance Reporting
* General Office Skills

COMPUTERS: Microsoft Excel, Microsoft Word, Microsoft Power Point.

PROFILE:

* Detail-Oriented “ Multi-tusker”- able to balance competing priorities and tight deadlines
* Great ability to handle and manage pressures. Known for quality, timely completion of projects and reports
* Motivated, Energetic, Patient and Diplomatic
* Flexible and Versatile- able to maintain sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences.

VISA DETAILS:

Status : Employment Visa

All certificates & documents

( available upon request)