 **Dr. NABILA**

[**NABILA.358145@2freemail.com**](mailto:NABILA.358145@2freemail.com)

**Career Objective**

Seeking a position to utilize my skills in the Health Insurance Sector, this offers professional growth while being resourceful, innovative and flexible. Aspiring to practice and popularize the importance of health insurance policies and schemes by instilling interest into the future generations.

**Education**

* B.A.M.S – Santhigiri Ayurveda Medical College,Palakkad,Kerala(2012),

*From* *Calicut University*

* Completed HEARTSAVER FIRST AID CPR AED from AMERICAN HEART ASSOCIATION, accredited by HEALTH AUTHORITY OF ABU DHABI- 2015 FEBRUARY
* At present,pursuing MHA(Master of Hospital Administration) affiliated to

Kerala University as Distance Education Program.

**Professional Experience:**

**Resident Medical Officer**

* Have 2 years working experience as Resident Medical Officer at Sanjeevani Ayurveda Hospital & Research Institute, Trivandrum, from 8th December 2012 to 20th December 2014.
* **Medical Officer**

Have been working as Medical Officer at P.K.N. Vaidyan’s Sree Chithra Ayurveda Pharmacy, Quilon,from 1st June 2015 to 31st October 2015.

**Key Skills**

* 3 years of experience in Administrative Management of the hospital and Insurance Department.
* Clinical experience in handling OP and IP Departments, Panchakarma.
* Proficient in theoretical and practical knowledge in Panchakarma.
* Overall administration and management of hospital.
* Handling insurance procedures for the patients
* Excellent management and leadership skills.
* Good communication skill.

**Strengths**

* Expertise in coordinating with insurance companies regarding claims coverage obtaining information on new policies, approval of claims etc.
* Skilled in explaining coverage of medical benefits to patients when required.
* Assisting billing sections in insurance processing and billing.
* Eligible to coordinate and cooperate with staff of the same department and other related departments for the smooth running of insurance operations.
* Experienced in training staff to educate them in insurance matters.
* Eligible to maintain and update records related to pre-approvals and reconciliation
* Capable to design and implement a protocol for insurance practices.

**Internship Posting**

* Dept: ***Panchakarma, Duration: 1month***, Place: National Research Institute of Panchakarma, Cheruthuruthy.
* Dept: ***Prasoothitantra***, Duration:1 month, Place: Central Research Institute for mother and child care(CCRAS), Poojappura, Trivandrum.
* Dept: ***Kaumarabhrtya*** , Duration:1 month, Place: Santhigiri Ayurveda Hospital, Pothencode, Trivandrum.
* Dept: ***Shalyatanra***, Duration:2 months; Dept: ***Kayachikitsa***, Duration: 1 month; Dept: ***Shalakyatantra*** ,Duration:1 month, Place: Santhigiri Ayurveda Medical College, Palakkad.
* Dept: Emergency department, Duration:1 month, Place: Sivagiri Sreenarayana Mission Hospital, Varkala.
* 1 month posting at ***Manufacturing and Dispensing Unit***, Santhigiri Production Unit, Santhigiri Asram, Pothencode,Trivandrum.
* 3 months government posting at Government District Ayurveda Hospital, Varkala, Trivandrum.

**Main Conferences Attended**

* Seminar on Skin Diseases at Parassinikadavu Ayurveda Medical College,Kannur(2009).
* Seminar on Heart Diseases-HRDAYA at Govt Ayurveda Medical College,Thrippunithura(2010).
* National Seminar on Neurology at Govt Ayurveda College,Kottakal(2011).
* Ayurveda Medical Conclave on Psoriasis at Trivandrum(2011).
* Global Ayurveda Festival-International Seminar on Non Communicable Diseases at Trivandrum(2012).

**Visa Status:**

Currently residing in Abu Dhabi under UAE Residence Visa

**Declaration**

I hereby declare that the particulars of information furnished above are true and complete to the best of my knowledge and belief.