**CURRICULAM VITAE**

**ANAS.**

[**Anas.371728@2freemail.com**](mailto:Anas.371728@2freemail.com)

**OBJECTIVE: I have been performing my services in Badruddin Medical Group and Safa Makkah Medical Group for the last 9 years as an Insurance Coordinator and Medical Approval Officer.**

**Educational Qualification:**

* **Bachelor Degree in Arts (BA) completed from Calicut University.**
* **Pre Degree (+2) from Kerala State Board of Examination.**
* **Secondary School from Kerala State Board of Examination.**

**Technical Qualification:**

* **Computerized Accounting (Tally, Peachtree)**
* **Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Internet**

**Work Experience:**

* **Working as an Insurance Coordinator in Safa Makkah Medical Group- Riyadh. (May 2013 to till now)**
* **Worked as a Medical Insurance Claim Processor & Approval Officer in Badruddin Polyclinic, Batha-Riyad. – 5 years, ( May 2008 to May 2013 ).**
* **Worked as an Office Assistant in Badruddin Medical Group- Jeddah – May 2008.**
* **Worked as a Salesman & Data Entry Operator in Central Pharmaceutical Company - India.**

**Duties & Responsibilities:**

**Verifying daily Insurance claims and sending approval requests to various insurance companies (by fax & online).Updating all Insurance company’s policy details. Trouble shooting of all Medical Claims. Preparing invoices and final statements. Preparing all letters, documents, reports and work schedules, receiving office records and file keeping. Perform a number of administrative and secretarial duties to support the day to day activities.**

**Professional Strength:**

* **Dynamic and adaptable person capable of learning new skill**
* **Commitment and determination to work**
* **Ready to share responsibilities and knowledge**
* **Good communication and interpersonal skills**
* **Hard worker and committed to my work.**

**Personal Details:**

**Nationality : Indian**

**Religion : Islam**

**Sex : Male**

**Date of birth : 02/05/1985**

**Iqama status : Transferable**

**Language known : English, Arabic, Hindi and Malayalam**

**I here declare that all the above mentioned information is true in my knowledge and belief.**

**ANAS**