Personal Profile

To position myself in a place where I can invest my knowledge and experience for achievement of personal and organizational goals

Awarded as Aid Making presentation in management fest held at Sri Datta engineering college.

Presented Power point presentation on “Role of Managers in Marketing” at CMR College.

Attended one day work shop on Entrepreneurship Development in NSIC LIMITED

Deals with internal and external customers at all levels via telephone and email, to ensure successful communication via actively listening and probing questions

Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.

Enjoys sharing knowledge and encouraging development of others to achieve specific team goals.

**Contact Info**

**Name: RAHAMATULLA**

**RAHAMATULLA.372553@2freemail.com**

**Marital Status: Single.**

**Current Location:**

Hyderabad.

**Home Town:**

Hyderabad, Telangana, India

Expertise

**Personal Traits**

* **Driven to succeed and excel**
* **Innovative in thought and solutions**

**Expertise in:**

* **Organized and focused approach to a particular task**
* **Demonstrate positive and “Can Do” attitude**
* **Capable to lead a Team**
* **Quick Learner**
* **Team Player**

**Languages Known**: **Speak Read Write**

English : Yes Yes Yes

Urdu : Yes No No

Hindi : Yes Yes Yes

Arabic : Yes No No

Telugu : Yes Yes Yes

**Technical Skills:**

* **Microsoft Office.**
* **Ability to use the internet in an effective and appropriate manner**

Education

**ACADEMICS**

* Master of Business Administration – Marketing June 2012

Nalla Malla Reddy College of Engineering - Jntu.

* Bachelor of Science – Bio-Technology April 2010

Omega Degree College – Osmania University

* Intermediate – Biology, Physics and Chemistry. March 2007

Omega Junior College – State Board

* Matriculation – Secondary School Board April 2005

St. Anthony’s Grammar High School – State Board.

Employment

**1st Feb-17- continuous Nestle India**

**Nutrition Officer**

* Introducing ethical promotion of Nestle’s infant nutrition products to doctors Health care professionals (HCP’s).
* Ensuring recommendation for the Nestle Nutrition products range within the scope market.
* Being a reliable source of information on infant nutrition and infant feeding practice.
* Meeting doctors ensuring quality execution in terms of detailing as per the company guidelines
* Sharing Nutrition Knowledge with Doctors and healthcare professional.
* Introduces new products in market.
* Conducting CME Continuous Medicals Education to upgrade knowledge of doctors/HCP’s.

**May2015 –Aug2016 WahatAl Shifa Madina, Kingdom of Saudi Arabia**

**Insurance Coordinator**

**Job Description:**

* Providing advice on making a claim and the processes involved.
* Processing new insurance claims notifications.
* Confirm insurance coverage with insurance companies by diagnostic and procedural codes.
* Respond to patient inquiries by phone and email,
* Perform data entry and filing to record patient and insurance data.
* Collecting accurate information and documents to proceed with a claim.
* Guiding policyholders on how to proceed with the claim.
* Monitoring the progress of a claim.
* Investigating potentially fraudulent claims.
* Ensuring fair settlement of a valid claim.
* Managing a team of claims handlers (at managerial level).
* Providing brief knowledge about insurance and services.
* Providing on job training to employees, Continues supervising & monitoring employees to avoid mistakes.

**Feb2013 – Mar-2015 Emcure Pharmaceuticals ltd Hyderabad, India**

**Territory Manager**

**Job Description:**

* Responsible for selling and marketing of pharmaceutical drugs, healthcare products supplies.
* Performance one-on-one meetings with pharmacist, doctors.
* Monitoring the supply of drug as well as inform doctors, pharmacist and nurses.
* Monitoring Sales on weekly basis to plan for future promotions or achieve sales target in the given area.
* Introduces new products of the organization.
* Organize conferences and studies data to describe new products and develop sales approach.