**Preethi** 

**Manager-Business Development, Insurance & HR**

[Preethi-392530@2freemail.com](mailto:Preethi-392530@2freemail.com)

**Career Summary**

**Result oriented management professional with 8+ years’ experience in establishing and sustaining insurance, health care and human resources that benefit the company. Effectively implemented innovative ideas and strategies to open up new markets that result in enhancing the stability, revenue & growth of the company.**

**Skills**

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| --- | --- | --- |
| * **Leadership &Teamwork** | * **Market Research& Strategy** | * **Negotiation & Persuasion** |
| * **Decision Making** | * **Sales & Key Accounts Management** | * **Strong Communication** |
| * **Time Management** | * **Project Management** | * **Business Intelligence** |

**Professional Experience**

**Minerva Diagnostic’s (UAE- Dubai) December 2011- Till Date**

**Manager-Business Development, Administration**

* Getting of the new lead through various modes
* Dealing with various insurance end to end process
* Negotiating, Discussing with the top management , getting approvals, signing of the contracts
* Dealing with Quotes and approvals
* Renewals of the medical insurance contracts between Payer and provider
* Generating of the price list and negotiating on percentage basis which is mutually agreed
* Updating the trade license commercial licence,facility and professional license in regulation with DHA
* Designer of the LIS Module(ERP & SAP)
* Fixing of the client meeting, meeting the clients
* Approving the Price list,cordinating with marketing team in getting competitor price list for comparison

**Operations and Billing-Minerva**

* End to end process in medical billing “(Daily activates claiming to insurance company)
* Pre-Auditing the daily claims before claiming for funds from insurance company|(Making sure all the billing data’s are accurate as per DHA requirement Working closely with DHPO(Dubai Health post office portal) for all the transactions done between Minerva and the insurance companies are monitored by Dubai Government
* Receiving the RA (Remittance Analysis) through DHPO for Status of the submitted claims
* Monitoring the rejection received of the claims which is been received via DHPO
* Received payment or reconciled with bank payment received status and RA
* The reconciled report data’s will be prepared and sent to accounts team for updating P&L account
* Outstanding follow-up’s are done on regular basis with data sheets prepared (ERP)
* Analysis of P&L and producing for auditing on quarterly basis
* Accumulating all daily claims ,submitting to the insurance company on bi-monthly basis
* Establish Business Association and Maintain relationship with clients and partners.
* Identifying and mapping business strength and Client needs.
* Researching business opportunities locally and internationally and viable income streams.
* Managing & Handling the overall internal administrative matters of the company.
* Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
* Ensure operations adhere to policies and regulations(DHA and DHPO)
* Accountable for maintaining the database of employees, Organizing visas, Travel Insurance, Hotel Booking, and Embassy appointments.
* Responsible for periodic renewal of licenses, Organizing Health Insurances for the employees and other company related insurances.
* Act as the Legal Representative of the company in Government Departments and their contracts and legal formalities

**Achievements**

* Developed and implemented business plan and marketing strategy for establishing business associations**.**
* Designed operational insurance module for the ease of management procedures
* Successfully implemented corporate policies.
* Generated business leads through referrals, email marketing and networking on social media.
* Effectively optimized the budget for marketing, insurances and other functions.
* Successfully managed the entire administration and operations of the company independently.
* Budgeted the price list (Insurance companies)
* Received award of business development(From scratch to procedural level)

**Adecco international July 2010- September 2011**

**HR-Payroll Processing Executive**

* Worked as a Processor payroll dealing with the southern part of Karnataka.
* Knowledge of Monthly Reconciliation of Recruited Employees by Adecco MNC Bangalore.
* Handling ERP for Employee monthly payments (Corporate Sector).
* Employee Recruitment process (Issuing offer letters, Employee onboarding process, PF claiming of New Joiners, ESI Procedures, Employee Reliving, training and Development.
* HR office duty to handle client claims and payroll
* Maintain HRIS
* Staffing, outsourcing etc.
* Leave Management
* Grievance addressable

**Achievements**

* Successfully received training from the professionals on pay rolling, educated with various internal process
* Successfully exceeded the quarterly and annual target set by the management in terms of revenue.
* Participated in trade shows, industry events, corporate events and conferences as directed (Bangalore &

Hyderabad).

* Recognised by the top management for timely completion of the tasks effectively and effectively

**EDUCATION**

**Master’s in Business Administration (HR and Marketing)**

Bangalore University 2010-2012

**Bachelors in Business Management (HR and Finance)**

Bangalore University 2007 till 2010)

**Pre-University KGF First Grade College**

KSOU 2005 till 2007

**ADDITIONAL EDUCATION**

**SAP -**DK EDUCATIONAL INSTUTUTE

**TALLY -**ERP ROMAN TECHNOLOGY INSTUTUTE

**HRIS -** DK EDUCATIONAL INSTUTUTE

**Personal Dossier**

**Nationality** Indian

**Languages** English, Malayalam, Hindi, Tamil, Kannada

**Visa Status** Residence Visa

**DOB** 14/05/1990