

NAME**:** **JASMIN**

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***Career Objective***

Seeking a suitable post to use my education & experience as an asset in growth of the Organization. The ideal environment will be professionally stimulating and will offer opportunities for career advancement. I like to take challenges. I believe in myself and my hard work and I want perfection in everything.

***Experiences***

* **Three** years of experience in medical Centre in **Ajman – UAE**
* **Reception cum insurance Coordinator** (2016 February-2017 January
* **Insurance coordinator/ claim processor** (2017-january-2018 April **Administrativeassistant/ customer service** (2018 April- 2019 April)
* **Six months experience in Rajiv Gandhi center for Biotechnology** in cancer biology(2014)
* **One-year experience in a multi-specialty hospital** as biochemist in India (2014-2015)
* **Six months of experience as guest lecturer** (Biochemistry) in PMSA College, inKerala (2015)

***Duties and Responsibilities***

* Work within a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities.
* Keeping up to date with technical developments, especially those that can save time and improve reliability.
* Energetic & self-motivated with a high degree of cultural sensitivit
* Dealing with inbound queries via email, phone or face to face.
* Keeping up to date with all the company's services and procedures.
* Documenting and communicating various actions, irregularities, and continuing needs
* Assisting the marketing team with day-to-day administration duties.
* Keeping up to date with technical developments, especially those which can save time and improve reliability.
* The ability to quickly identify problems as well as provide appropriate solutions.

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* Managed filing and tracking insurance claims and informed patients of their claim’s status
* Taking prior approval for treatment through e portal
* Preparing and submitting claims of more than 15 insurance companies
* Processed insurance and disability claims in a timely manner
* Circulated documentation as needed for reviewing
* Verified and ensured that insurance information and authorizations provide

***Education***

* **Master of Science in Biochemistry** (First Class) - MG University (2013**)**
* **Bachelor of Science in Microbiology and Biochemistry** (First Class) Kerala University(2010)

***Personal Skill***

* Excellent presentation skills.
* clear communication skills
* Excellent computer skills
* ability to multi task
* effective listening
* data entry
* basic math

***Technical Skills***

* Ms Office, E-mail/Internet browsing

***Personal Details***

Date of Birth : 23-08- 1991.

Marital Status : Married

Gender : Female

Nationality : Indian

Visa Status : visit visa(15/08/2019)

Linguistic proficiency : English, Hindi, Arabic,tamil and Malayalam

***Declaration***

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

**JASMIN**