##### RESUME

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 **RAZIYA**

 Email: raziya-397449@gulfjobseeker.com

 Dubai , UAE

### CAREER OBJECTIVE

 I am a career oriented, skilful and conscientious individual seeking for a utilitarian position enabling to perform meaning fully for optimum productivity. Diligently I achieve the assignment with self- motivation, possessing great potential and stand efficacious under high work pressure

# PERSONAL DETAILS

*Date of Birth : 03/03/1991*

*Nationality : Indian*

*Gender : Female*

*Marital Status : Married*

*Language : English,Hindi ,Tamil & Urdu*

# ACADEMIC QUALIFICATIONS

* **MBA Human Resources**

Velangani womens College , Saidapet From Madras University ,Chennai ,in the year 2011 – 2013.

* **B.SC Computer Science**

Sri Muthukumaran Arts and Science College ,Mangadu From Madras University ,Chennai , in the Year 2008 – 2011.

* **HSC**

Govt,Girls Higher Secondary School , Kundrathur From State Board in the Year 2008.

* **SSLC**

Govt ,Girls Higher Secondary School,Jai Garden From State Board in the Year 2006

# WORK EXPERIENCE

* From 2011 To Till Date Working as HR Manager / Chief Admin Officer Secretary in Chennai

**Job Description**

Working as **HR Manager/ Chief Admin Officer Secretary** and Assisting the schedule of Appointments, General Administration Which involves Coordination **MCI** Visits, **Insurance Coordinator**  **Preauthorization and Claims** (Health Insurance Scheme)

* Worked as **Computer Science Teacher** in Little Angle Matriculation School, Paraniputhur, from June 2011 to August 2011

# Duties And Responsibilities Of HR MANAGER

* Answering employee questions
* Processing incoming mail
* Creating and distributing documents
* Maintaining computer system by updating and entering data
* Setting appointments and arranging meetings
* Maintaining calendars of HR management team
* Compiling reports and spreadsheets and preparing spreadsheets
* Participating in recruitment efforts
* Posting job ads and organizing resumes and job applications
* Scheduling job interviews and assisting in interview process
* Collecting employment and tax information
* Ensuring background and reference checks are completed
* Preparing new employee files
* Overseeing the completion of compensation and benefit documentation
* Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
* Administering new employment assessments
* Serving as a point person for all new employee questions.

# Job Responsibilities Of CAO Secretary

* Arranging meetings and taking Notes.
* managing diaries
* Arranging travels
* Dealing enquiries with Staffs and Patients.
* Taking phone calls
* Maintaining a filing system
* Dealing with post and emails
* Creating and updating spreadsheets and databases.
* Typing
* Maintaining yearly increment database for all staffs
* Maintaining Doctors leave Particulars.
* Maintaining of all Departments Original & Xerox license copy
* Sending daily Fever Report to Government.
* Maintaining NABH Doctor Day wise Attendance

**Insurance Co Coordinator:**

# Job Responsibilities Of CM HEALTH INSURANCE

* Assisting patients with eligibility and benefit coverage questions.
* Looking After Preauthorization and Sending Report to Department
* Looking After Claims Settlement Department. ( Admission and Discharge)
* Managing data entry of Patients database.
* Follow up of Claims Settlement Amount.
* Preparing the Final Hospital Bill of the Patients.
* Maintaining the Company Bills of the patients and Reporting to Admin.
* Maintaining the CM Scheme Camp Details.
* Dealing with CM Scheme emails.
* Reporting to Medical Superintendent / DMO.

# Job Responsibilities Of PRIVATE HEALTH INSURANCE

* Looking after all private insurance Companies.
* Coordinating with patients Enquires.
* Coordinating with Private Insurance Companies for claims settlements to Patients.
* Preparing the final bills of the patients.
* Filling the forms of the patients (Non- Network Hospital).

# Job Responsibilities Of LIAISON OFFICER

* Verification of Patients CM HEALTH INSURANCE CARD, ADHAR CARD & RATION CARD.
* Applying in CM Health Insurance for ID PROOF approval.
* Assisting Patients to get CM health insurance card
* Sending Every Month Complete Camp Details to DC
* Assisting Doctors to attend the CM health Insurance Meeting
* Reporting to DMO

**Packages known**

* Ms Office
* DTP
* C, C++, Java
* Visual Basic
* Html
* Web tech
* Flash

**Technical skills**

* English Typewriting (lower) with Distinction ( Fast typing)
* Tamil Typing ( moderate) with software

# HOBBIES

* **Reading**
* **Travelling**
* **Swimming**

# DECLARATION

**I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.**

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 ***Raziya***