ASGAR.M
Insurance coordinator
International city, Dubai
Visit Visa
asker313@gmail.com
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OBJECTIVES

To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company.

PROFFESIONAL   EXPERIENCE

Novanos Para Pharmaceutical Products Trading LLC: UAE

ACCOUNTANT CUM ADMINISTRATOR – March2022-May2022

- Maintaining Personal records of employees including HR documentation, Payroll, Medical insurance, Annual leave, Sick leave.
- Posting and processing journal entries to ensure all business transaction are recorded.
- Preparation of quotation, sales report, stock taking and updating stock.
- Handling petty cash and maintaining vouchers.
- Preparation of Bank reconciliation statement.
- Checking stationary level and ordering new supplies.
- Keeping track of all Postdated cheque and bounced cheque.
- Confirming delivery orders and preparing invoices.
- Observe good housekeeping and safety practices in the work place.

Right Health Holdings: UAE

INSURANCE COODINATOR – Jan2020-Feb2022

- Welcoming the patient to the facility and ensuring patient questions are responded with accuracy and guiding them through the registration process.
- Determine the insurance policy coverage, including diagnosis, clinical procedures,
- investigations, medications, limit of coverage, patient responsibility, referral authorization requirements (approvals)
- Taking pre approval through e claims and various insurance portals, monitor invoice billed as per agreed tariff and discounts and in accordance with policy given by insurance company.
- Ensure all the approval codes attached and verified.
- collect all insurance information, process payments or post patient balances through Insta-Practol software
- Knowledge in CPT and ICD 9 codes and make sure CPT codes as per service
- communicate to insurance companies TPA for approval and claim enquiries
- Taking care of billing procedures, insurance formalities, claim process, follow ups, co pays, Payments, assigning specific costs to the correct medical procedures.
- Daily evaluation of insurance claims as per standard protocols/checklist (e.g. card number, Member eligibility, benefit coverage, clear copy of claim form, doctor stamp etc.) of insurance Companies.
- Prepares Daily sales and collection reports.

Dubai Carwash complete auto service station: India
ACCOUNTANT CUM CUSTOMER SERVICE – 2017- 2019
- Dealing with customer enquiries and complaints
- Consult with customers to evaluate needs determine best option.
- Supervise and maintain quality customers through the rental process, as well as, arbitrating conflict and seeking solutions.
- Preparing Daybook, Ledger, Accounts payable, Accounts receivable, Bank reconciliation statement, payroll of employees.
- Sales promotion, marketing, accounting, safety and fleet management.
- Accurate daily business, sales and operation reports.
- Assist manager with various investigation and complaints

EDUCATION
- **Bachelor of commerce** with computer application in Kannur university-2016
- **Diploma in Accounting,** Radiant Training Bangalore -2016

COMPUTER KNOWLEDGE
- Tally. ERP 9
- SAP FICO
- MS-Office (Word,Excel,PowerPoint)
- Insta-Practol

INTERPERSONEL SKILL
- Energetic professional with excellent communication, analytical, interpersonal, negotiation, coordination and computer skill.
- Works well on a team or individually with honest approach towards profession.
- Adapts changes and able to learn new job and task quickly.
- Willingness to work under pressure.
- Well proficient and working Experience in Software like Tally ERP9, MS EXCEL, WORD, SAPFICO

PERSONAL DETAILS
Father name   : M Hussain
Date of birth   : 02-04-1993
Gender   : Male
Marital Status   : Single
Nationality   : Indian
Passport No   : R0792236
Driving license   : 4106266
Languages know   : English, Malayalam and Hindi

DECLARATION

  I hereby declare that above information are true and correct to the best of my knowledge and belief.