



**BALAJOTHI BALAJI,**

#### **AREA OF EXPERTISE**

- ✓ **Records management**
- ✓ **Insurance process**
- ✓ **Administrative support**
- ✓ **Medical coding**
- ✓ **Team work**
- ✓ **Problem solving**

#### **PERSONAL SKILLS & STRENGTHS**

- ✓ **Passionate**
- ✓ **Forward thinking**
- ✓ **Focussed**
- ✓ **Hardworking**
- ✓ **Confidentiality**
- ✓ **Adaptability and flexibility**
- ✓ **Honest and Kind**

#### **CONTACT DETAILS:-**

**#M2, Al Noor Building,  
Al Khan Street, Al Qasba,  
Sharjah, Pincode - 60221  
Mobile: +971508495287  
Email ID: jothiesra@gmail.com**

#### **CAREER OBJECTIVE**

An enthusiastic, highly organized, self-motivated and dedicated candidate having 4 years of experience as an **Administrative coordinator** and a year of experience in the field of **medical coding**.

#### **SKILLS**

- Proficient typing and document conversion
- Computer and technical skills (MS Office)
- Communication (written and verbal)
- Customer support
- Managing appointments
- Accuracy and attention in detail
- Organisational and time management abilities
- Team work

#### **PROFESSIONAL QUALIFICATION**

- ❖ **Master of Science (M.sc) – Psychology**  
University of Madras, Chepauk, Chennai
- ❖ **Bachelor of Physiotherapy (BPT)**  
The TamilNadu Dr. MGR Medical University, Guindy, Chennai

#### **ACADEMIC EDUCATION**

- ❖ **HSC – Kalashetra Mat.Hr.Sec School,  
Kattupakkam, Chennai**
- ❖ **SSLC – Kalashetra Mat.Hr.Sec School,  
Kattupakkam, Chennai**

#### **CAREER HISTORY**

- ❖ Worked as an **Administrative Coordinator** in **Royal Rehabilitation Center** from November 2015 to May 2019, India, Chennai.

##### **Responsibilities handled**

- ✓ Maintaining Center records management database systems
- ✓ **Process all insurance payments in a timely manner, working claim rejections and denials, performing voids and corrections necessary.**
- ✓ **Assisting patients with the processing of medical insurance claims**
- ✓ **Assisted patients with eligibility and benefit coverage questions**

## TECHNICAL SKILLS

- Windows, MAC
- MS Office, Adobe
- Typing level: Mid -level

## LANGUAGE KNOWN

- ✓ English,
- ✓ Tamil,
- ✓ Hindi

## PASSPORT DETAILS

Passport No.: M8719092  
Date of Issue: 29/04/2015  
Date of Expiry: 28/04/2025

## VISA STATUS

### Husband Sponsored

### Visa

Date of Issue: 11/02/2020  
Date of Expiry: 10/02/2022

- ✓ **Re-billing the rejected claims with corrected claim details Ensuring that to bridge the information vacuum necessary to settle claims**
- ✓ Perform opening, sorting and distributing incoming correspondence; including faxes and emails
- ✓ Review invoices to patients and get feedback about the treatment.

❖ Worked as a **Medical Coder** in **Technosoft Global Services Ltd.**,from Feb 2011 to June 2011, India, Chennai.

❖ Worked as a **Medical Coder** in **Ajuba Solutions India Pvt.Ltd.**,from November 2009 to December 2010, India, Chennai.

## PERSONAL INFORMATION

Husband Name	:	Balaji K
Father Name	:	Esra V
Date of Birth	:	01.06.1984
Gender	:	Female
Nationality	:	Indian
Religion	:	Hindu
Permanent Address	:	Plot No#80, 2nd Street, Krishnaveniammal Nagar, Iyyappanthangal, Chennai, Tamilnadu, India Pincode- 600056

## DECLARATION

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

Your's sincerely,

(BALAJOTHI BALAJI)