



BIBIN RARICHAN

Place:
Sharjah, UAE

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PERSONAL DETAILS:

Passport No : T3441307
Expiry Date : 05/05/2029
Date of Birth : 21/07/1997
Nationality : Indian
Marital Status: Single
Gender : Male
Visa Status : Residence Visa

LANGUAGES:

- English
- Hindi
- Malayalam

OBJECTIVE

Seeking a suitable position, where my past experience would be fully utilized in a career opportunity and where I would make a significant contribution to the success of my employer, that will be gained me a career advancement

EXPERIENCE

➤ **RECEPTIONIST & ADMIN**

Shanti Wellness Ayurvedic Medical Centre LLC

January 2022 to December 2022

Achievements/Tasks

- Successfully managed information using Vision Software, including sign-in, patient records, orders, and billing with 100% accuracy.
- Handled incoming and outgoing telephone calls with an overall customer satisfaction
- Greeted patients, signed them in, and directed them to their destination.
- Performed administrative and clerical tasks.
- Patients' follow-up
- Insurance claim processor
- Claim Handling and investigation
- Claims reports and documentation

➤ **Marketing Execute at P.A Distribution pvt.ltd (02 years)**

EDUCATIONAL QUALIFICATION

- Bachelor of Arts (English language and Literature)

IT SKILLS

- MS Office
➤ Computer Operations

PROFESSIONAL SKILLS

- Excellent Communication skills both written and verbal
➤ Self-motivation and honesty
➤ Strong and quick acquiring of new technologies

DECLARATION

I hereby declare that all the above furnished details are true and correct with my best knowledge and belief

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