

CURRICULUM VITAE

JINU JOHN

AL QUSAIS

DUBAI

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CAREER OBJECTIVE

Seeking position as *Insurance Coordinator/Pre authorization executive/call center agent* in a progressive health care organization where skills and abilities are utilized and enhanced.

PROFESSIONAL QUALIFICATION

B.Sc. Nursing

Certification from Rajiv Gandhi University of Health Sciences

Medical coder(Certification from AAPC)

LICENSES

UAE driving license

KNOWLEDGE&SKILLS

- Pre authorization, pharmacy approval handle calls related to medical cases efficiently based upon the experience, knowledge and terms and condition of the table of benefit of the policy
- Answering all incoming calls related to general enquiries on insurance policies following the company guidelines and protocol.
- Evaluate and decision making upon the enquiry of insurance cover, network etc..through calls, emails, fax etc.
- CPC , HCPCS &ICD coding
- Data entry: 50 wpm
- Extensive anatomy/ physiology knowledge
- MS office application
- Ability to stay calm under pressure during stressful events
- Ability to communicate people of all level
- Excellent team building and problem solving skills
- Good leadership quality and commitment to demonstration of ethical practices
- Exceptional paper work and proof reading skills
- Strong customer service skills

- Good interpersonal skills
- Computer skills: MS Word, Excel, Power point, Outlook and Internet

PROFESSIONAL EXPERIENCE

- Currently working pre-authorization department in Pentacare insurance from July 2018 to July 2020.
- Worked as insurance coordinator in Aster jubilee medical center Burdubai from January 2018 to June 2018.
- Worked as health care assistant in Zulekha hospital, Dubai from December 2013 to December 2017
- Worked as a Registered Nurse in Dr. Ulhas patil medical college & hospital from January 2009 to September 2013, in India

PERSONAL DETAILS

- Date of birth : 16/03/1984
- Age : 35 years
- Religion : Christian, Orthodox
- Marital status : Married
- Languages known : English, Hindi, Malayalam & Tamil
- Nationality : Indian
- Passport Number : U080516
- Passport Expiry : 03/08/2030
- Visa Status : Employment
- Notice period : Immediate joining

DECLARATION

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

Jinu John