CURRICULUM VITAE

JINU JOHN

AL QUSAIS

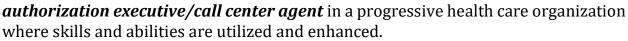
DUBAI

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CAREER OBJECTIVE

Seeking position as *Insurance Coordinator/Pre*



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
- Relegion :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