

**LIJIN R.G**

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Burdubai,Dubai , UAE



## **Accounts & Insurance**

### **Career Objective**

I wish to attain a suitable position in an esteemed organization and wish to use all my productive abilities and desirous to make my career by enhancing my quality of work as demand to achieve the desired result. Looking forward to be part of an organization where I can utilize my management and administrative skills to benefit mutual growth and success.

### **Areas of Expertise**

- ❖ Administration
- ❖ Insurance based jobs
- ❖ setting up of peripherals
- ❖ Software and Hardware knowledge
- ❖ Maintains the HRIS database and generates scheduled or requested reports to assist management
- ❖ Updates employee phone directory. Maintains a database of employee Contact information
- ❖ Periodically audits the database to ensure accuracy
- ❖ Payroll management
- ❖ Assists in the development and updating of the Human Resources section of the website
- ❖ Maintains personnel files in compliance with applicable legal requirements

### **Work Experience**

#### **Accounts & Insurance-Medical Specialist Centre,Dubai (2016-Present)**

##### **Job profile:**

- ✓ Remittance Summary Report preparation and turnover analysis
- ✓ Handling Claim approvals
- ✓ Medical insurance invoicing through E-claim Link
- ✓ Verification of Insurance claims
- ✓ Submission of claims
- ✓ Rejection - grouping & reassigning for justification
- ✓ Resubmission of insurance claims
- ✓ Remittance report preparation and toil towards minimizing rejections
- ✓ Provide updated information related to insurance to front end staffs.
- ✓ Maintain claim dispatch record.
- ✓ Cashier Incharge.
- ✓ Pharmacy insurance approval
- ✓ Provided physicians with monthly reports of their recievable.
- ✓ Corrected and resubmitted claims denied by Insurance company.

### **Key Skills & Competencies**

- ❖ Highly motivated, hardworking, dependable trouble shooter and problem solver

- ❖ Customer focused performer who is committed to quality delivery.
- ❖ Personal interaction with co-workers to high level of service provided to organization customers
- ❖ Valued contributor who performed confidently and affectively under pressure and challenge
- ❖ Excellent communicator & good listener

#### **Personal Skills**

- ❖ Identifies the needs and works with potential
- ❖ Flexible and easy to adopt
- ❖ Ability to meet deadlines
- ❖ Keen to Details
- ❖ Initiative and Self motivated
- ❖ Positive attitude
- ❖ Quick learner and adaptive by nature
- ❖ Self-motivator and team player

#### **Educational Qualifications**

<b>Course</b>	<b>University</b>	<b>Year</b>
B.com	Manonmaniam Sundaranar university	2016-2019
Diploma in Computer Hardware maintenance and Networking	TCILIT	2013
Higher Secondary	Kerala State Board	2007-2009

#### **Computer Proficiency**

- ❖ Good knowledge of Microsoft office.
- ❖ Microsoft technology associate (MTA)
- ❖ Microsoft certified Professional(MCP)

#### **Personal Details**

**Marital Status** – Married // **Nationality**- Indian // **UAE Visa Type**- Job Visa

**UAE Driving License No: 3890868**

#### **References:**

Will be given based on the requirements.

#### **Declaration**

I hereby declare that all the above furnished information is true, correct and complete to my knowledge and belief.

Place: Burdubai

Date:

LIJIN R.G