

CURRICULUM VITAE

Raja Absar Mohideen.P

Mobile: 0568383665
AJMAN
UAE



CAREER OBJECTIVE:

A zeal to excel at my work and facilitate the functioning and processes of Insurance claims. Proficient in coding clinical diagnosis, preparing and abstracting medical data for insurance claims and handling client queries and complaints. Wish to be a part of environment wherein responsibilities are not dictated but handed over so that one can put in one's best at it.

Previous Experience:

❑ LLH SPECIALIST MEDICAL CENTER(VPS HEALTHCARE) FROM DEC 2017-PRESENT

Insurance Coordinator

Duties:

- Performing as a liaison between insurance company and provider network agreements, empanelment of the new insurance and contract renewal.
- Supervise, process and monitor claim submissions, re submission and ensure accuracy in processing insurance claims and timely approach.
- Review and monitor denial reasons and discrepancies, process claims to minimize revenue loss and maximize reimbursement.
- Process claim forms, adjudicates for provision of deductibles, co-pays, co-insurance maximum and provider settlements.
- Enter and review the claim data into system, also make sure that there is no in information are omitted. Enter claims into computer utilizing knowledge of CPT, ICD codes and medical terminology.
- Manage insurance policies and claims and litigations files.
- Maintaining invoices for premium payments.
- Create a detailed summary report of filed claims each month and keep track of the payments, reconciliation, discrepancies and denials for reporting and filing purposes.
- Filing all submitted claims and duplicate of paper claims for audit purposes and re submission for our reference if in-case there is a denial.
- Assist and conduct a training for the Front desk executives regarding insurance policies and the claims department staff in carrying out their duties effectively
- Answer inquiries from member on the subject of claim, eligibility, covered benefits, insurance inclusion, exclusions and approval status issues

❑ REEM MEDICAL CENTER (AVIVO GROUP) FROM JUNE 2016 – NOV 2017

Insurance Coordinator

Working as part of a team and supporting the office manager. Responsible for the day-to-day tasks and secretarial duties of the office including to cover the reception area

Duties:

- Submit pre-authorization request to insurance companies through email, online entry or fax and as well as taking verbal approval for urgent cases.
- Proper knowledge in guidelines and tariff for proper documentation and invoicing to prevent rejections.



- Prepare, and/or maintain reports on billing activities.
- Assists and reviews claims and E-claims pre and post submission to determine completeness, accuracy and collection of unpaid and denied claims.
- Keeps updates on policies and protocols of Insurances and DHA for clinics perusal.
- Participate and contribute to departmental quality initiatives.
- Perform any job/task as and when assigned by the superior.

❑ **ZAKIR STEELS TRADING CORPORATION (JUNE 2015 – JAN 2016)**

Legal Assistant

Duties:

- Provide advice and professional support to the head of legal services as required.
- Assist the business in adherence with all various legal requirements.
- Drafting forms for contracts, employment and other policies with legal significance.
- Handling claim disputes and filing returns in time.
- Follow up the payments and prepare the documents to take legal action if clients did not make payment at right time.
- Filing the VAT Tax and CST Tax through online as per the company law every month.
- Maintaining all staff personal files.
- Meeting and greeting clients and visitors to the office.

❑ **FIRSTSOURCE PVT LTD (OCT 2011 – FEB 2015)**

SENIOR CUSTOMER SERVICE ASSOCIATE

Duties:

- Get the customer requests from the link and mail.
- Validate the customer requests and keep the data in Excel as per SOP.
- Finally report the status through the mail or upload the status through the link.
- Dashboard prepared and share with our superiors and our client.
- Mailing activity and escalate to higher official if any requirements need to our team.
- Handling the team and schedule the break time and generating the team adherence report while TL is not present.

❑ **HINDUJA GLOBAL SOLUTIONS PVT LTD (DEC 2010 – JUL 2011)**

SENIOR CUSTOMER CARE EXECUTIVE

Duties:

- Handle the inbound calls from those who are using AIRTEL SIM.
- Clarify the Customer Queries and Problems.
- Trained the Customer, how to connect the internet in PC through Mobile phone.
- Clear the Internet Connectivity problems in Mobile phones and in PC.

Strengths:



- ☐ A hardworking and determined individual who works well in a team environment.
- ☐ Dedication to work and eager to learn new technologies.
- ☐ Very good typing speed in English and Arabic
- ☐ Excellent knowledge in MS-Excel, MS Word, MS Access, Outlook.

Educational Qualification:

Qualification	Institution	Board/University	Year of passing	Percentage
Bachelor of Law	Govt Law College, Vellore	Tamil Nadu Dr. Ambedkar Law University	2015	Course Completed
B.Sc (C.S)	Mohamed Sathak college, Chennai	University of Madras	2010	62%

Personal Details:

Date of Birth : 28-02-1986
 Gender : Male
 Marital Status : Married
 Nationality : Indian
 Religion : Muslim
 Languages Known : English, Tamil and Basic Arabic
 Hobbies : Playing Cricket, Reading Books.
 E-mail id : rajaabsur@gmail.com
 Permanent Address : 24/62, Small Mosque Street, Kallidai Kurichi-627 416.
 Tirunelveli District.

Passport Details:

Passport Number : N5552687
 Date of Issue : 15-12-2015
 Date of Expiry : 14-12-2025
 Visa Status : Employment

Declaration:

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

DATE:

PLACE: AJMAN.

P.RAJA ABSAR MOHIDEEN

