

**Ruby Roji**

Address: Opposite GMC hospital, Nuaimia, Ajman.

Phone: +971 556853490, Email: rojiruby0@gmail.com

Objective:

To utilize all my knowledge and sincere efforts for the organization I am working with, and also enriching my knowledge and experience while working and to become an asset for the company through continuous goal oriented performance.

Present Job :

Working at Al- Shrooq Poly Clinic, Ajman, UAE. Since November 2017 as Insurance Coordinator.

Previous Work Experiences:**5) Insurance Coordinator**

Company: **New Sanaiya Group LLC**

Designation: **Insurance Coordinator.**

Duration: November 2013 to October 2017

Roles & Responsibilities: (Handling 12 clinics & 9 Pharmacy)

- Collecting insurance information from the patients.
- Updating patient demographics details.
- Knowledge in ICD10 code.
- Sending data to DHPO.
- Validating the medical report.
- Work on rejection & resubmission
- Work on XML data validation
- E-prescription approvals.

4) Lab Technician: Same Group – 2 years

- Hematology , Bio Chemistry ,Serology

3) Sovereign Gems Hospital, Mavelikara.

Designation: Lab Technician

Duration: Oct 2008 to Feb 2009

Roles & Responsibilities:

- Blood Collection
- Cross Matching
- Serology , Hematology & Bio Chemistry

2) Medivation Laboratories;

Designation: Lab Technician

Duration: Feb 2007 to Sept 2008

1) Apt Laboratory & ECG Clinic, Mavelikara

Designation: Asst Lab Technician (Training)

Duration: Aug 2005 to Oct 2006

Academic Details:

| Sr. No: | Qualification | Name Of The University/ School | Year |
|---------|-----------------------------------|---|--------------|
| 1 | Diploma in Medical Lab Technician | Holy Cross Medical Technology, Konni. Kerala | 2003 to 2005 |
| 2 | HSC | Imperial College Business School, Kerala | 2002 to 2003 |
| 3 | SSLC | St. Jhones Higher Secondary School | 2000 to 2001 |

Technicians Skills:

Operating Systems: Windows 2007

Technical tools: Ms-Office, Knowledge Excel

Personal Details

Date of birth : 19 Aug 1985
Marital status : Married
Husband name : Roji K Varghese
Residence address : Nuaimia, Ajman, UAE.
Languages Known : Malayalam, Hindi and English
Passport : H0965989
Visa Status : Husband Sponsorship (UAE)

Declaration:

I do hereby confirm that the information given in this form is true to the best of my knowledge and belief.

Date:

[Ruby Roji]

Place: Ajman