

**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