



RAFSANA NOOR

Medical Insurance Coordinator

SUMMARY

I'm certified professional medical coder. I am looking for a job as a medical insurance coordinator. Experience of Expert in customer service, policy administration, and claims processing. Proven ability to develop relationships and resolve customer complaints.

WORK EXPERIENCE

Document Coordinator

(Luminous Dental Lab at Satwa, Dubai) August 2024

DATA ENTRY CLERK

(Famous Autoconsultant) 2018

EDUCATION

MEDICAL CODING

Skyline Medical coding Institute

15-04-2022 TO 10-11-2022

City : Dubai Country : United Arab Emirates

BACHELOR OF COMMERCE

2013 to 2016 – MG University

Country : India

HIGHER SECONDARY SCHOOL LEAVING CERTIFICATE

2011-2013

Kerala Board of Public Examination

SECONDARY SCHOOL LEAVING CERTIFICATE (SSLC)

2011

Kerala Board of Examination

MAJOR STRENGTH

- Acquainted with computers and work on Microsoft office (word, excel, power point, outlook).
- Dedicated, Hardworking and result oriented.
- Ability to work in a team or an individual.
- Sociable, pleasing mannered and have good sense of responsibility.
- Flexible and can adapt to a given situation
- Good interpersonal communication

DECLARATION

I declare all the above details are true in the best of my belief and knowledge.

0544109956

rafshan100@gmail.com

Mankhool, Burdubai

PERSONAL INFORMATION

DOB: 15th November 1995

United Arab Emirates

Nationality : Indian

Visa Type : Husband

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL

DIGITAL SKILLS

- MICROSOFT EXCEL
- TEAM COORDINATOR
- TIME MANAGEMENT
- ORGANIZATIONAL SKILLS
- DETAIL ORIENTED
- GOOD COMMUNICATION

PASSIONS

TRAVELING
READING