



Ramachandran R

Insurance Co-ordinator Cum
Medical Receptionist

I am an Insurance Coordinator with strong concept and idea exploration. Passionate with Out of box ideas. Experienced in Insurance Claim submissions, Maintaining reimbursement data, Analyze & Process Claims, Medicine approvals, Monitoring records, Proper Customer Service, Corporate, Insurance & Cash billing

EDUCATION

Bharathiyar University

Bachelor of Commerce
2018 - 2021

Koodali High Secondary School

High Secondary Commerce
2008

LANGUAGE

- English
- Arabic
- Hindi
- Tamil
- Malayalam

WORK EXPERIENCE

Insurance Coordinator cum Medical Receptionist

Metro Medical Centre,
Kuwait
Jan 2020 - Aug 2022

Working professionally as an Insurance Coordinator, expertise in Claim submissions & Processing, Corporate billing and handling reception duties.

Insurance Coordinator cum Medical Receptionist

HALA Medical Center,
Oman
June 2015 - Sep 2017

Working on processing & submission of insurance claims, corporate billing and reception duties.

SKILL

Working professionally as an Insurance Coordinator, with good amount of knowledge in ICD 9 & 10, M S Office Excel.

CurePlus 85%

Tally ERP 70%

M S Office Excel 83%

Adobe Photoshop 60%

CONTACT

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