



**SINI GOPI**

**0544870351**

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**DUBAI**

### Personal Details

- **Date of Birth** : 01/09/1982
- **Sex** : FEMALE
- **Nationality** : INDIAN
- **Marital status** : MARRIED

### Passport Details

- **Passport No.** : M7822787
- **Place of Issue** : INDIA
- **Date of Issue** : 01/04/2015
- **Date of Expiry** : 31/03/2025

### Known Languages

- English
- Malayalam
- Hindi

### VISA STATUS

- VISITING VISA

## Career Objective

To seek and maintain full-time position for medical coder or insurance coordinator that offers professional challenges utilizing interpersonal skills. excellent time management and problem-solving skills.

## Educational Qualifications

- ❖ Medical coding and billing (Transorz Solutions – Kozhikode)
- ❖ Ba sociology ( Annamalai University – Kozhikode)
- ❖ Diploma in computer application one year ( G Tech)
- ❖ Insurance foundation training program. Dubai (Petra insurance brokers)

## Skills

- Understanding of ICD Codes
- CPT, ICD 10cm, and HCPCS level codes
- Medical terminology
- Data entry and management
- Decision Making
- Problem solving

## Work History

- **INSURANCE COORDINATOR** (May 2009 to octo.2015)  
**KMCT Medical College Kozhikode**
- Obtain authorizations from respective insurance providers for healthcare services in the hospital.
- Managing and coordinating medical insurance and billing processes.
- Obtained data such as patient, insurance ID
- Insurance providers and medical coders to properly file insurance claims
- Checked documentation for accuracy and validity on updated systems
- Assured timely verification of insurance benefits
- Prior to patient procedure or appointments Posted payments to accounts and maintained records.
- Maintained strong knowledge of basic medical terminology to better understand services and procedures.
- Reviewed accounts receivable reports, and insurance contacts weekly and monthly financial report.
- Researched and solved claim and billing issues
- **Administrative Assistant. Fathima Group Of Company. Ajman**  
**(march 2017 to Sept. 2018)**

- Executed record filling system to improve document organization and management
- Restocked supplies and placed purchase orders to maintain adequate stock levels
- Processed customer orders .
- Interacted with vendors contractors and professional services personnel receive orders direct activities and communicate instructions
- Managed filling system, entered data, and completed other clerical tasks
- **Insurance Coordinator Petra Insurance Brokers- Dubai (March 2018 To Dec.2021)**
- Coordinating between the clint and consultants providing information for clients-related insurance product
- Data entry ( client's Details entry of application payment details)
- **Policy Service Executive Al Sayegh Insurance Broker – Dubai ( June 2022 to Dec. 2022)**
- Coordinating between the clients and insurance providers.
- Document problems and connective actions to maintain records
- Application process.

### Declaration

*I hereby declare that the above all particular furnished are true and correct to best of my knowledge and behalf*

*Sini Gopi*