

To,

The HR Manager

Subject: Application for the Post of Administrator, insurance coordinator, HR Ass.

Dear Sir,

Please consider this application for the post for Administrator, insurance coordinator, Ass Hr. Here are a few particulars about myself, which will help you to know more about my suitability for the post.

I am a MBA holder in HR Marketing and I have 1 year of working experience in insurance coordinator cum Admin and 10 months experience in HR Recruiter.

I was working with JUPITER SPECIALITY MEDICAL CENTER,

Karama, UAE

Receptionist cum Insurance Coordinator

14th Nov 2018 – 31st Dec 2019

ALMAJAL FACILITY MANAGEMENT SERVICES,

BUSINESSBAY, UAE

HR RECRUITER

14th Jan 2020- 20<sup>th</sup> Nov 2020

Currently I am on visit visa in UAE and staying in Dubai. I would be glad to receive an opportunity to attend an interview in your esteemed organization. Kindly refer to the enclosed detailed resume for further details.

Thanking you.

yours faithfully

ATHIRA SUSEELAN

Dubai, U.A.E.

[aathu.suseelan06@gmail.com](mailto:aathu.suseelan06@gmail.com)

Mob: +971526818648

## ATHIRA SUSEELAN



### Contact Information:

#### Address:

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Mob: +971526818648

#### Email:

[aathu.suseelan06@gmail.com](mailto:aathu.suseelan06@gmail.com)

### PASSPORT DETAILS

Passport No : S 2916540  
Place of issue : Cochin  
Date of issue : 04/06/2018  
Date of Expiry: 03/06/2028

Visa Status : Visit visa  
Date of Expiry: 03-06-2021

### Personal Information:

Date of Birth : 06 July 1994  
Gender : Female  
Marital : Single  
Status  
Nationality : Indian  
Languages : English  
known Hindi  
Malayalam

### OBJECTIVE

To Build a Career with leading Corporate Environment with Committed and Dedicated People, which will help me to explore myself fully and realize my potential. Also willing to work as a key Player in Creative Environment.

### PROFILE SUMMERY

- A pleasant, professional and proficient administrator who has a long track record of ensuring things run smoothly behind the scenes of a busy office.
- Managed filing and tracking insurance claims and informed patients of their claims status.
- Processed insurance and disability claims in a timely manner.
- Handled patient's queries regarding unpaid balances.
- Verified and ensured that insurance information and authorizations provided are current, accurate and not approaching expiration.
- Maintained strict confidentiality related to medical records and other data.
- Provided customer-related claims and billing assistance.

### ACADEMIC QUALIFICATION

- HR & Marketing in MBA from MACFAST college, Thiruvalla (2015-2017) with 70% percent, MG University.
- BBA from SNGM College Thuravoor (2012-2015) with 75% percent, Kerala University.
- Pre-University from N.S.H.S.S MANNAR (2012) with 84% percent.
- 10<sup>th</sup> standard from S.B.H.S.S MANNAR 2010 with 90% percent.

### EXPERIENCE

#### JUPITER SPECIALITY MEDICAL CENTER,

Karama, UAE

#### Admin cum Insurance Coordinator

14<sup>th</sup> Nov 2018 – 31<sup>st</sup> Dec 2019

#### ALMAJAL FACILITY MANAGEMENT SERVICES,

BUSINESSBAY, UAE

#### HR RECRUITER

14<sup>th</sup> Jan 2020- Nov 20<sup>th</sup> 2020

### JOB RESPONSIBILITIES

- Primary responsibility to manage complete operations at reception.
- Basically, to greet the patients, check their insurance and allot them with doctors that is covered by their insurance.
- Calculate their charges for the services available at the clinic.
- Create invoice for the same.
- Prepare the daily cash report as well as services details and furnish the same to the reporting manager.

### SKILLS

- Medical manager software.
- Knowledge of DHO's Medicare and Medical.
- Maintains strict Confidentiality.
- Managed care contract Knowledge.
- Electronic Medical Record I(EMR) software.
- Internal medicine billing.
- Medical billing Software.

### **ACCOLADES**

- Event Head of HR game in TANTRA 2K16, All India level Management fest conducted by MACFAST MBA Department.
- Attended Industrial visit conducted by MACFAST at COGNIZANT, RBI, UST Global Sud Chime and central Travancore of Fisheries and Technology 2015.
- Attended PRAGMATIX training Class.
- Attended YES PLUS Course Conducted by Art of Living.

### **HUMAN AND ORGANIZATIONAL PERFORMANCE**

- Strong presentation, communication, and interpersonal skills.
- Mentoring/coaching experience.
- Management skills.
- Analytical skills.
- General business understanding.
- Basic understanding of change management and organizational processes.
- Analytical and quantitative skills.
- Ability to understand how business results ultimately tie to human performance.
- Basic understanding of the Human and Organizational Performance generalist role.

### **ACADEMIC PROJECT**

- A study on employee welfare measures at the ALUMINIUM Industries ltd, Switchgear Mannar.
- The main objective of this project is to know the various welfare activities provided to the employees by ALUMINIUM Industries ltd, Mannar.
- A report on Organization study at ALIND, Mannar.

### **COMPUTER SKILLS**

- MS OFFICE:  
MS WORD  
EXCEL

### **DECLARATION**

I hereby declare that the above furnished details are true to my knowledge and its accountability lies solely with me.

Date

ATHIRA SUSEELAN