

CURRICULUM VITAE

KRISHNA VENI J

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OBJECTIVES

To be associated with a constant growing multinational organization where the job demands hard work, efforts, commitment and endless aggressive touch to innovative talents in which professional skills are the prime motive towards the success of the personal and organizational goals.

PROFILE SUMMARY

- Hold a Bachelor of Engineering
- Excellent Communication skills in English & Hindi.
- Self-motivated, comfortable in taking initiative & working under minimum supervision.
- Possess strong analytical problem-solving skills, with an ability to make Thought decisions.
- Resourceful in completing projects & efficient in multi-tasking.
- Can work under pressure & meet deadline without sacrificing quality of output.

WORK EXPERIENCE

Company : BADR AL SAMA Medical Centre

Farwaniya, Kuwait

Designation: Insurance Coordinator

Duration : December 2019 to January 2021

Job Responsibilities:

- Collect and entering the claim Information
- Post Insurance and Patient manage Accounts
- Submit Claims and following up with insurance carrier on un paid or rejected Claims
- Answer patient enquiries on account status and charges
- Enters the information necessary for insurances claims such as patient, Insurance ID, Diagnosis and treatment codes and modifiers, and provider information, insures claim information is complete and accurate.
- Answer patient questions on patient responsible portions.
- Attending all Customer enquiries regarding Medical tests and other investigations.
- Processing correspondence in responses to customer complaints.

Company : Techno Park Thiruvananthapuram

Designation : Web Designer and 3D Developer

Duration : January 2018 to December 2019

Job Responsibilities:

- Designing engaging and responsive landing pages
 - Conducting Website Testing
 - Integrating client CMS Programs and data feeds in to websites
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- Providing internal support and external customer services throughout the build and launch process of website.

EDUCATION AND EXPERIENCE

- Bachelor of Engineering in Computer Science And Technology
From Al Azar College of Engineering .Kerala
- Senior Secondary School Certificate: Kerala Education Board
- Experience 2 Years
- Administration in Insurance Department

COMPUTER COMPE

TENCY

- C++ program
- Web Designing
- 3D Designing
- Operating System: Windows 7/8/10
- Application Package: MS Office 2003/2007/2016, Internet Application

PERSONAL DETAILS

Date of Birth	: 27 th February 1997
Marital Status	: Single
Nationality	: Indian
Linguistic proficiency	: English, Hindi, Arabic, Malayalam

DECLARATION

I hereby declare that all the above information is correct to the best of my knowledge and Belief.

Place:
Date:

Krishna Veni J

