

Carriculum Vitae

Abdul azeez shajahan

Looking to part of your esteemed organization to spread my skill and experience of 23 years in Medical insurance claim invoice prepration and out door sales and marketing field .i AM A HARD WORKER AND wishng to work with your esteemed organisation in a suitable post

Hospitality management department at Al Diar capital Hotel Abudhabi

Medical Insurance coordinator

Worked as medical insurance coordintor at Al salama Hospital Abudhabi from 2003 to 2008

My duties and responcebilities held there as shown below

Collect required medical approval from related medical insurnace company as per doctors instruction

Preparing medical claimforms include policy number and cross checking card validity and policy class

Accounting and collecting co insurance witchis debitfrom patient and paying through account department

Generating daily invoice and submitting to insurance comoanys for payment collection

Collecting requiered medical treatment support documents such as xray report lab report also pharacy bills and attaching these as a support documents and sending o insurance company for collection

Insuring to avoid rejection of all claim forms witch is submitting to

insurance companys

Re concilation of rejected invoice and preparing for re claim

Preparing inpatient department invoice and sending for collection

Making and organizing monthly duty roster for cash counter staff

Workedas a sales executive and out door marketing job

Dutys and responsibilities

I have good out door sales experience in office automation and and office equipemnt last 16 yers

Spotting different types of leading companys and arranging new business

Monthly collection as per accounts statement insuring zero balance of customers at the end of the month

Attending daily mails and calls of customers and preparing quotaion for their requirements

Keeping all mail and documents filing and keeping

Keeping customers satisfaction always with our company for further deal

Communication Skill

I have good knowldedge in talking arabic and english

Also I am able to erite and read both language include typing aswell

Letter formation in english

Multimedia skil

Excellent in micro soft word and excell

Tally accounting software

Ell experienced in internet and multimedia

Education qualification

Diploma in mechanic from gov, of india

SSLC From Gov, of Kerala

Personal details

Full Name Abdul Azeez Shajahan

Nationality Indian

DOB 16.5.1975

Religion islam

Merital Status Married

Visa status Resident (transferable)

Contact number 0097150 9156121

Email shajazeez@gmail.com

I hereby submitting my cv for a suitable post and to become part of your organization.expecing your kind attention and a placement in suitable post

Thanks and Regards

Abdul Azeez Shajahan

