

Curriculum Vitae

SHAJEER KARIKKUM PURATH

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Dubai-United Arab Emirates



CAREER OBJECTIVE:

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where I Can encourage and permitted to be an active participant as well vital contribute on development of the company

PROFESSIONAL SKILLS:

- ❖ Good Communicational and Interpersonal Skills
- ❖ Very Energetic result oriented and organized.
- ❖ Have a high respect for customer's service.
- ❖ Finding solutions to issues and problems
- ❖ Follow all company policies and procedures.
- ❖ Always keep on smiling under pressure.
- ❖ Ability to work long hours and Under Pressure.

EDUCATIONAL & QUALIFICATION:

- ❖ **(B.com) Bachelor of Commerce**
Calicut University, Kerala-INDIA (2012 – 2014)
- ❖ **Higher Secondary Education Certificate**
IHRD Board, Kerala-INDIA (2009 – 2012)

COMPUTER SKILLS:

- ❖ M/s office, Excel & PowerPoint
- ❖ Internet & Emails
- ❖ Other's Basic Computer Knowledge

PROFESSIONAL EXPERIENCE:

COMPANY : AL BURDHA INTL PVT LTD CO. Saudi Arabia
(SHIFA ALRASS MEDICAL CENTER) 2016 - 2021
Position : Medical Insurance Coordinator (2016 -2017)

Job Duties and Responsibilities

- Thoroughly verified the eligibility of claimed insurance owners
- Keep informed proper terms and conditions as per the policy
- Generating various reports for insurance companies
- Submitting preauthorization to insurance companies through different digital platforms such as online, Email and fax etc.
- Following up pre_ Authorization and submitting requested documents and information to insurance companies
- Clarified to the client for the reason for clear rejection of insurance companies for denied preauthorization
- Submitting claims monthly to insurance companies via DHS Arabia, email and insurance companies' online portal
- Submitting monthly claims hard copies to insurance companies
- Preparing summaries to accounts department
- Maintaining a healthy relationship with insured members

Position : Administrative Assistant (2018-2020)

Job Duties and Responsibilities

- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings
- Collate and distribute mail
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Manage accounts and perform bookkeeping

Position : Purchase Coordinator and Pharmacy Incharge (2019-2021)

Job Duties and Responsibilities

- Research potential vendors.
- Compare and evaluate offers from suppliers.
- Negotiate contract terms of agreement and pricing.
- Track orders and ensure timely delivery.
- Review quality of purchased products.
- Enter order details (e.g. vendors, quantities, prices) into internal databases.

PERSONAL DETAILS:

❖ Name	:	SHAJEER KARIKKUM PURATH
❖ Nationality	:	Indian
❖ Date of Birth	:	26 th Dec, 1993
❖ Religion	:	Muslim
❖ Marital Status	:	Married
❖ Gender	:	Male
❖ Languages Known	:	English, Arabic, Hindi, Tamil & Malayalam

PASSPORT DETAILS:

❖ Passport No	:	L6356210
❖ Date of Issue	:	09/12/2013
❖ Date of Expire	:	08/12/2023
❖ Place of Issue	:	Malappuram, Kerala-INDIA
❖ Visa Status	:	Visit Visa (3 Months) Valid: Mar, 2022

SAUDI DRIVING LICENSE DETAILS:

❖ License No	:	2404742112
❖ Date of Expire	:	06/07/2030
❖ License Status	:	Light Vehicle

INDIA DRIVING LICENSE DETAILS:

❖ License No	:	53/768/2012
❖ Date of Expire	:	09/02/2032
❖ License Status	:	Light Vehicle

DECLARATION:

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience

SHAJEER KARIKKUM PURATH