

SAIRA KHALEEL**ABOUT ME**

To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work.

Date of Birth: - 29.01.1996

Nationality: - Indian

Marital Status- Married

CONTACT

MOBILE: 7559823647

Email:-Sairajeesh2015@gmail.com

LANGUAGE

Malayalam
English
Hindi

HOBBIES AND INTEREST

Traveling
Music

WORK EXPERIENCE

Claim Submission Officer (April 2019 –Sep 2021)
Dynamed Health care solution (VPS) Pvt Ltd Info Park, Kochi.

EDUCATION & TRAINING

- ❖ Hospital Administration
(International School of Skills Development -2021)
- ❖ Advanced Medical Billing and coding
(Transorze Solutions -2019)
- ❖ Bachelor in Botany
(MG University – 2016)
- ❖ Senior Secondary Education
(Santa Cruz HSS -2013)

JOB RESPONSIBILITY

- ❖ Insurance Claim Auditing and Submission.
- ❖ Process claims in accordance with insurance policy terms and conditions.
- ❖ Checking Member eligibility and approvals in different insurance portals (eClaim link).

SOFTWARE SKILLS

- ❖ SAP (RCM Module)
- ❖ Working knowledge in MS Office & Internet.

SKILLS & STRENGTH

- ❖ Strong analytical and problem-solving skill
- ❖ Self-motivated professional
- ❖ Can work under pressure.
- ❖ Can do target-based job with efficiently
- ❖ Good team work and hardworking nature

I hereby declare that the above information is true to the best of my knowledge.

Yours Faithfully

SAIRA KHALEEL