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**Sanooj Panicker**

**Insurance Coordinator/Medical Coder**

+971 55-6383942 | sanoojet1990@gmail.com | Dubai | UAE

**CAREER OBJECTIVE:**

Seeking a position in Hospital administration/Insurance field to utilize my skills and abilities. Aspiring to contribute and work in a mid-managerial position to share and enrich knowledge and experience. My greatest strength is multi tasking, Hardworking and Quick learning.

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**EDUCATION:**

* B. Sc in MATHEMATICS, NSS Hindu College, MG University, Kerala, India, 2010
* Higher Secondary (COMPUTER SCIENCE), NSSHSS, Kavalam, Kerala 2007.
* SSLC**,** NSSHSS, Kavalam, Kerala 2005.

**SOFTWARES & APPLICATIONS:**

* Windows Families
* MS Office
* Online Software’s
* Language – c, c++

**TECHNICAL SKILLS:**

* Typing Speed 50 WPM.
* Installation (Hardware & software).
* Editing (PDF, XML, XPS, ZIP)...

 **PROFESSIONAL CERTIFICATION: CERTIFIED MEDICAL CODER (**Ongoing) in Al Talouk medical coding centre

**PROFESSIONAL EXPERIENCE**: **Biosytech Medical Laboratory** (Sep 2013 to till present)

**DESIGNATION: Insurance Coordinator.**

**Responsibilities:**

* Getting approvals for medical procedures and to maintain and update records related to pre-approvals and reconciliation.
* Ensuring coverage of claims, guiding staff for correct usage of claim forms, approval papers.
* Coordinating with insurance companies for obtaining information on new policies and their coverage.
* Coding medical diagnosis for claiming.
* Explaining coverage of medical benefits to patients when required.
* Assisting invoicing department in insurance processing and billing
* Liaising with insurance companies regarding eligibility, payments, approvals, reconciliation and other requirements.
* Liaising with patients regarding their eligibility and entitlements.
* Training and educate staff in insurance matters.

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**PROFESSINAL EXPERIENCE**: **Vee & Vee Money Exchange (Jan 2011 to Jul 2013).**

**DESIGNATION: Cashier - office assistant**

**Responsibilities:**

* Verify customer information through checking their Identifications and other required documents.
* Executes financial transactions in accordance with the company policies and procedures while maintaining an acceptable record in daily drawer balancing.
* Balance currency in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators.
* Inform customers about foreign currency regulations, and compute transaction fees for currency exchanges.

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**SKILLS:**

* Ability to take excellent notes and have great listening skills.
* Work independently with minimal supervision.
* Deal with critical and industry specific pressures in a timely manner.
* Multi-task and manage multiple priorities.
* Ability to quickly learn new technologies and procedures through the use of self-study materials and intuition.
* Self-motivated and can be self-directed when necessary.
* Capable of adapting to new environment and group work quickly.
* Able to work under pressure, Hard working and goal oriented…

**LANGUAGES:**

* English
* Hindi
* Malayalam
* Tamil

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**PERSONAL INFO**:

* Date of Birth: 06th July 1991
* Marital Status: Married
* Nationality: Indian
* Religion: Hindu
* Gender: Male
* Visa Status: Employment
* Passport No: J4737518

 **REFERENCES**:

 Dr. Adley Mark Fernandes Mr. Arun Andrew

 M.B.B.S MD (Pathology) Business Development Manager

 Biosytech Medical Laboratory Biosytech Medical Laboratory

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**DECLARATION:**

I hereby declare that the above details given by me are true to the best of my knowledge.

Thanks and Regards,

**Sanooj Panicker**