



Snapshot

Field of Specialization

- Insurance
- Administration
- Public Relations

Area of interest

- Insurance
- Public Relations
- Medical Tourism
- Corporate Services

Education

PG Diploma in Hospital Management.

B.Com

Personality Traits

- Excellent Public Relation
- Expertise in all Insurance operations.
- Enthusiastic
- Highly adaptable to change
- Exceptional in resolving complex situations.
- Expertise in counselling
- Possess solid interpersonal skills.
- Expert in Statistical analysis, reports and Auditmedical

PRECIS

An accomplished professional with **17 years'** of rich experience in Health Insurance, Administration and Public relations (9 years in UAE, 8 years in India).

[Sector Experience: **Health Care**]

PRESENT DOMAIN :-

Freelance work in medical tourism, health Insurance claims, business promotion medical campaigns, CME presentations and support to corporate business contracts for clinics, pharmacies and Travel sector since Feb 2018 in UAE and Muscat.

EXPERIENCE SUMMARY: -

Year	Name of the Organization	Designation
Apr 17- Jan 18	Clinicare, UAE	Insurance/Clinic Incharge
Jul 16- Feb 17	Northwest Clinic, Jumeirah, UAE	Administrative Officer
Apr 15- Jun 16	Shifa Al Jazeera Clinic, Sharjah, UAE	Administrative Officer
Sept 09–Apr 15	Al Zahra Hospital, Sharjah, UAE	Customer Service Executive, Medical Records
Jul 08- Aug 09	Our Own Medical Centre, Sharjah, UAE	Supervisor Clinic/ Insurance
Sep 02- Jun 08	Amrita Institute Of Medical Sciences, Kochi, Kerala	Administrative Officer- Insurance
Dec 1999- Aug 02	Samad IVF Hospital, Trivandrum, Kerala.	Administrative Executive

KNOWLEDGE DOMAIN

Working Experience

- Solely handled Renewal of Fire Insurance, Electronic Equipment, Machinery Break down, Professional negligence and health insurance of more than 8000 members in different categories at AIMS for a period of 4 years (2004-2008).
- Handled all insurance operations, Pre-authorization, proper admission, Claim auditing, Claim submission, resubmission, follow up for outstanding claims, claims reconciliation. (AIMS & UAE)
- Over all responsibility of medical centre. Handled process of Professional and medical license of Company, Staff Visa and work permit. Manage procurement and inventory of supplies, instruments and equipments. Negotiated and managed contracts, vendor relationships, machinery lease and other service providers. Co-ordinate all day to day operations of clinical and non clinical areas..
- Coordinate business promotion campaigns, build up corporate tie ups, Coordinate advertisement and media support.

Performance Management

- Introduced new health insurance plans for 8000 plus staff in different categories at Amrita Institute of Medical Sciences.
- Assisted for auditing medical records as per quality standards of JCI accreditation at Al Zahra Hospital, Sharjah, UAE.
- Organized and assisted for a social media short video as a part of advertisement and business promotion.
- Team member of implementing new EMR, Clinicsoft at Clinicare, Dubai.

THE HIGHLIGHTS

- ⇒ Solely handled all general and health insurance operations from 2005 to 2008 at Amrita hospital.
- ⇒ Assisted for conducting Competency for nursing staff and Medical Records as per Quality standards of JCI accreditation at Al Zahra Hospital, Sharjah, UAE.
- ⇒ Successfully recruited 30 medical and nonmedical staff and processed visa, work permit and Ministry licenses at Shifa Al Jazeera, UAE.
- ⇒ Prepared and assisted Obs & Gynaecology presentations for CME at Al Zahra hospital.

PERSONAL DATA

Date of Birth : 24 April 1967
Father's name : Chandrasekharan Nair MG
Marital Status : Widow

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