

Dr. HARISH RAGHAVAN

Reg No: 28237



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• harishrag24@gmail.com

PROFESSIONAL SUMMARY

Young and energetic Dental Surgeon with 3 years of experience in dental surgery. In addition, performance oriented insurance professional with 1 year of experience in the medical insurance industry. Detail-oriented with exceptional instincts to meet high expectations and services. A Team player and fast learner to learn new things, a multi-tasker and adaptable to work under tight deadlines / pressures.

HIGHLIGHTS OF QUALIFICATIONS

Leadership skills: Honed leadership and managerial skills under pressurised and challenging Environments, proven of leading successful teams.

Results Driven: Innovative, result-oriented and problem-solving skills with a rigorous collaborative approach. Analytical and detail oriented.

People Management: Strong interpersonal skills with an ability to build effective working relationships.

Personal Skills: Highly motivated, ethical and committed Interact well with people of diverse backgrounds, culture, professional and technical levels. High Proficiency in the use of computers, health information and Management systems, well versed with MS office packages. Currently working with system programs - ORACLE and MICROSOFT.

PROFESSIONAL EXPERIENCE

Internship

From 26.09.2017 to 27.09.2018- FULL TIME

SRM Dental College, Chennai.

As an Intern, worked in all departments of SRM Hospital , undertook different activities as assigned by HOD,

Dental Surgeon**From 01.10.2018 to 15.11.2019- FULL TIME****WINGS Dental Care, Chennai.**

➤ Performed all duties of a regular dentist including diagnosis, extractions restorations, prophylaxis, replacement.

Dental Surgeon**From 16.11.2019 to 31.10.2020 – PART TIME &****CONFIDENTAL Dental Clinic, Chennai.****From 01.11.2020 to Till date – FULL TIME**

➤ Performed all duties of a regular dentist including diagnosis, extractions restorations, prophylaxis, replacement.

➤ In addition to the Dentist duties also managed the clinic, supported billing through system and maintained data using Microsoft Excel.

Deputy Manager**From 28.11.2019 to 1.10.2020 – FULL TIME****STAR Health AND Allied Insurance, Chennai.**

➤ Maintaining detailed knowledge of new and existing products by liaising with colleagues; developing and maintaining good working relationships with clients, primarily Insurance brokers.

➤ Planning of daily work schedule of the claims processing in my department.

➤ Reporting to the Manager regarding the claims statistics (TAT) of cashless claims.

➤ Administration and correspondences regards to claims with TPA's, insured groups, brokers and individuals.

➤ Advise and reply to queries from different participating companies and individuals.

➤ Handling reconciliation of claims on daily basis for various groups

➤ Claims analysis of groups on quarterly basis.

➤ Providing the Manager with the loss ratio of the group in coordination with the underwriting department in order to facilitate the renewal terms submission.

➤ Answering queries about the policies to both clients and brokers.

➤ Well versed knowledge about IRDA regulations and implementations.

➤ Attending regular meetings with the direct clients and TPA's to maintain the proper service level agreements (SLA)

UNDERWRITING AND OTHER EXPERIENCE

➤ Well versed in doing additions and deletions and invoicing to the client

- Experienced in preparing Policy documents and TOB's for various policies.
- Suggest and Prepare new quotes for new proposal and renewals, prepare Claim ratio analysis

ACADEMIC QUALIFICATIONS

Bachelor of Dental Surgery (4years course)
SRM Dental College, Chennai.

From 2013 to 2017

Specialities: Endodontic Surgeries, Impaction, F.P.D., Crowns & bridges, and,
Extractions (open and closed).

VOLUNTEERING

Actively participated in Rotary club medical activities. Participated in CSR activities, such as, promoting the awareness to prevent breast cancer, painting poorly maintained public school walls, fund-raising to donate to charity and orphanage homes in Chennai, India.

PERSONAL DETAILS

Date of Birth : 24.06.1995
Marital Status : Unmarried
Languages known : Tamil, English and Hindi.
Address : Plot Number 5936, TNHB, Ayapakkam, Chennai 600077

References Available Upon Request

Dr. R. Harish

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