

KICHU K

Administration

MBA Retail and supply chain management

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Kerala

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Curriculum Vitae

Objective

Proficient in a range of computer applications. Well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines. A proactive problem-Solver who gets the job done.

Experience Details

Advanced Care Group-Dubai (Feb 2020 – April 2022)

Position: Insurance Admin

- Engaged in Insurance, Approvals, Submission, Resubmission, Billing.
- Trusted to analyze and interpret data, and handling all claims
- Interpreted medical terminology and pharmacological information for translation into the coding system. Completed statistical analysis based on data.
- Working with problem claims & denials.
- Getting approvals for medical procedures.
- Ensuring coverage of claims, guiding staff for correct use, age of claim forms, approval papers.
- Provide support for billing functions such as checking billed claims status.
- Coordinating with insurance companies for obtaining information on new policies and their coverage.
- Explaining coverage of medical benefits to patients when required.
- To analyze with insurance companies regarding eligibility, payments, approvals and other requirements.
- Maintained electronic and paper database and filing system with utmost accuracy.
- To train and educate staff in insurance matters.
- To maintain and update records related to pre-approvals.
- To coordinate and cooperate with colleagues of the same department and other related departments for smooth running of Insurance operations.
- Claims submission.
- Getting approval for medical procedures.
- Getting verbal approval in case of emergent cases.
- Worked with department staff to research, identify and provide solutions to client and insurance Company inquiries.

Logiware supply chain solution- (Usha international ltd)

Kochi (July 2017 – July 2019)

Position: Logistics coordinator

- Maintained excellent working relationships with customers by efficiently responding to inquiries and complaints concerning work orders, invoices and shipments
- Preparation of Purchase Orders in SAP and Making Goods Receipt Notes Entries
- Follow-up for the purchase orders and adding the inventory.
- Billing in SAP Software.
- Making Stock Transfer Entries.
- Co-ordinate the activities of suppliers.
- Interact with customer for their queries and problems.
- Making daily sales report.
- Arrange transportation, schedule staff, and orchestrate deliveries to meet customer demand with little to no delay
- Takes steps to avoid quality control issues
- Makes sure warehouse capacity is kept at optimal levels
- Coordinated shipping requests for expedited delivery and documented accurately to ensure correct billing
- Generated all documentation and information required for customer shipments
- Tracked orders and notified customers of status or potential delays
- Warehouse management system (WMS)
- Planning & controlling & management

Strengths, Skill & Proficiency Summary

- Detail-oriented, efficient and organized professional with extensive experience in SAP & Tally systems.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.
- Adept in research, data analysis, report writing & presentations
- Excellent written and Interpersonal Communication skills & Cross-Culture Communication.
- Having a knack in learning new languages and interpersonal skills
- Skilled in the use of Computer (Sap, Word, Excel, Power point & Outlook, VB.7)
- Flexible and adaptive to new environments and challenges
- Capable to work independently and as a part of a dynamic team.

Computer / Application Skills

- SAP
- MS-Excel
- Outlook
- Cortex

Achievements

- Participation in many seminars and presentation programs.
- Presented research paper on “awareness & use of internet banking”.
- Active member in college entrepreneurship club.

Language Known

- English
- Hindi
- Malayalam

Academic Qualifications

Course	Institution	Board	Year of Passing
B.Com with Computer Application	SMC Cochin	M.G University	March – 2015
MBA Retail and SCM	Kim’s Bangalore	University of Mysore	May–2017

Declaration

I hereby declare that all the information given in this resume is true, accurate and fair reflection of my ability

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