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📍 Purayidathil Veedu KTN55 A Vadakkevila Po Kollam Kerala India 691010

🚀 SKILLS

Database Management

Insurance laws and regulations

Analytical Ability

Inter - Personal skills

Active Listening and Responsiveness

Patient Grievance Handling

Relationship Building

MS Office

👤 PERSONAL DETAILS

Date of Birth : 24/08/1999

Marital Status : Single

Nationality : Indian

Gender : Male

🗣️ LANGUAGES

English

Malayalam

Hindi

🎯 OBJECTIVE

To secure a challenging position as an Insurance and Operation Officer with a reputable organization where I can utilize my expertise in risk management, policy analysis, and customer service.

📁 EXPERIENCE

Insurance Executive

2021 - Present

Travancore Medical College Hospital (NABH Accredited)Kollam

Response to all enquiries concerning direct-billing services of insurance & corporate. Receive and solve all kinds of complaints concerning insurance.

Get all claim paperworks completed for pay-and-claim insured patients.

Provide supporting document for claim requested by insurance for non directbilling cases.

Assist front-line team in dealing with issues related to insurance and directbilling services.

Executive

- 4 months

Toyota Showroom Kottiyam

Processes all new vehicle for registration in the state in which they will be titled.

🎓 EDUCATION

MBA in Financial Management

2023

Anna Malai University

B.Com Computer Application

2021

Kerala University

Plus two Commerce

2018

Kerala Higher Secondary Board

SSLC

2016

Central Board of Secondary Education

📄 PASSPORT DETAILS

X6457090

Date of issue : 02/03/2023

Date of expiry: 02/03/2033

Place of issue : Tvm Kerala

👥 REFERENCE

Mr . Jenith A Salam - Travancore Medical College Hospital

Operation Manager

salamjenith@gmail.com

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Mr . Jose T K - Travancore Medical College Hospital

Insurance Co-ordinator

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✅ DECLARATION

All the facts stated above are correct to the best of my knowledge.