

SURYA.S

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Summary

Driven professional with excellent customer service experience and background managing complex claims. Strong organisation skills and high level of attention to detail.

Experience

Medical Insurance Coordinator

CITY HOSPITAL PVT LTD – Ernakulam, Kerala

- Multitasking
- Cashless Coordination
- Reimbursement
- Birth Registration
- Empanelment
- FRRO Registration
- File Keeping
- Received correspondence from claimants, verified insurance coverage and arranged assistance to meet clients needs, exceeding performance targets.
- Collected evidence through investigations, verified documentation from claim submissions and opened new cases in company systems to initiate claim processing activities.

Claims Executive/Front Office Executive

RAKSHA HEALTH INSURANCE TPA – Ernakulam, Kerala

- Claim Registration
- Customer Care
- File Keeping

Skills

- Hospitality
- Highly responsible and reliable
- Well-organised
- Confidentiality and discretion
- Hardworking
- Communication
- Dedication.

Education

B.COM, TRAVEL AND TOURISM
SEINA COLLEGE OF PROFESSIONAL STUDIES – KOCHI, KERALA

Hobbies

- Music
- Dance
- Cooking
- Travel

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

Surya S