

Ameena Farhath

■ +971 52 575 3741 | ■ ameenashafid@gmail.com | ■ Abu Dhabi, UAE

Professional Summary

Detail-oriented Insurance Approval Assistant with experience in reviewing and processing medical. Proficient in handling administrative workflows with accuracy and confidentiality. Adaptable professional with a strong commitment to continuous learning and growth.

insurance approvals within healthcare services. Skilled in coordinating with insurance providers, maintaining accurate patient and administrative records, and supporting workflow efficiency. Brings 3 years of teaching experience, demonstrating strong leadership, patience, and interpersonal skills. Holds a BSc in Psychology with a solid understanding of human behavior and communication. Eager to contribute expertise in healthcare administration and education to organizational growth.

Work Experience

Insurance Approval Assistant

Lifeworks Holistic Counseling Center – Dubai | 2022 (5 months)

- Reviewed and processed insurance approval requests accurately and efficiently.
- Coordinated with insurance companies to ensure timely authorization of services.
- Maintained organized records and handled confidential client information securely.
- Assisted in administrative support tasks to improve operational efficiency.
- Checked patient eligibility for insurance coverage to ensure approval compliance.
- Supported medical billing processes by verifying and submitting claims.
- Collected co-payments from patients and documented transactions accurately.

Teacher

Zahrathul Quran – Kerala, India | 2019 – 2022

- Delivered engaging and structured lessons to diverse student groups.
- Implemented customized teaching strategies to enhance learning outcomes.
- Maintained detailed student progress reports for continuous evaluation.
- Fostered an inclusive and respectful classroom environment.

Education

BSc in Psychology – Calicut University (Completed 2025)

Higher Secondary Education (12th Grade) – Girls Higher Secondary School, Perinthalmanna (2018, 82%)

Secondary Education (10th Grade) – Gokhale Govt. Higher Secondary School, Kalladathur (2016, 88%)

Certifications & Training

- Word Processing and Data Entry – Keltron (2019)
- Teacher Training Certification – Zahrathul Quran (2019)

Skills

- Medical Insurance Processing & Approvals
- Healthcare Administration Support
- Eligibility Verification & Medical Billing
- Co-pay Collection & Documentation
- MS Word & Data Entry
- Time Management & Organization
- Leadership & Teamwork
- Communication & Patience

Personal Details

Date of Birth: 08/05/2001

Gender: Female

Nationality: Indian

Visa Status: Permanent UAE Resident