

CURRICULUM VITAE



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**Buhaira
corniche
Sharjah,UAE**

PERSONAL PROFILE:

- GENDER:MALE
- NATIONALITY: INDIAN
- DATE OF BIRTH: 04-06-1999
- PASSPORT No.: U2851831
DATE OF EXPIRY :07-12-2030
- PERMANENT ADDRESS:
E.H MANZIL, Kettungal,
Cherkala, Kasaragod, Kerala

ACHIEVEMENTS:

- Best Student Award for the Academic year 2013-14

EDUCATION

- Bachelor of commerce from Kannur University in 2020

INTERESTS

- Football
- Cricket
- Social Media
- Travel

HAMRAZ RIZAL E.H

Bachelor of Commerce

A responsible & committed person who can possess excellent skills, confident of being successful, good communication skills & enquiring mind that helps to win the confidence of people. Multi skilled with a strong working relationship with superiors.

WORK EXPERIENCE: CUSTOMER CARE EXECUTIVE

- NMC Healthcare Buhaira, Sharjah (February 2022 -Present)
Front Office/Cashier/Insurance Coordinator
 - Welcoming patients and visitors, answering the telephone inquiries
 - Manage data entry for patient registration & checking eligibility
 - Managing cash flows, credit and insurance payments
 - Handling cash registered & tallying
 - Submitting Insurance claims for pre-authorization
 - Familiarity with Submission -E-claim, Riayati, Mednet, Nextcare, Aafiya
 - Prominent with insurance networks

PERSONAL COMPETENCE:

- Excellent Communication and Interpersonal Skills.
- Can Quickly Adopt to a new Environment.
- Ambitious, Quick learner, hardworking and result oriented.
- Like to work in a team.
- Passionate about Work.
- Outgoing and Friendly.

SKILL SETS:

- Operating System: Windows 2007/10/11
- Microsoft Office: Word, Excel
- Insta HIS Solutions

LANGUAGES

- English
- Hindi
- Malayalam
- Arabic (Basic)

DECLARATION:

I hereby declare that the above information is true and accurate to the best of my knowledge.

DATE:

PLACE:

(HAMRAZ RIZAL E.H)