



# STEPHY P SAJI

Resourceful professional offering a history of success coordinating and monitoring operations across various departments. Effective leader and problem-solver dedicated to streamlining operations to decrease costs and promote organizational efficiency .

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📍 Al-Khail Gate, Dubai, UAE

📄 Passport No : AE112685 (Date of Expiry : 08/07/2035)

## 🏢 WORK EXPERIENCE

### Front Office Executive

Relief Medical Center (Yasmed Group)

11/2021 - 11/2024

Al Quoz 2, Dubai, UAE

#### Achievements/Tasks

- Taking Insurance approvals and billing.
- Answering telephone calls, as well as screening and forwarding calls.
- Scheduling and confirming appointments, meetings.
- Welcoming and assisting visitors in a friendly and professional manner.
- Handling basic inquiries and sorting mail.
- Copying, scanning, and filing documents.
- Monitoring office supplies and ordering replacements.
- Keeping the reception area tidy and observing professional etiquette.
- Performing other administrative tasks, if required.
- Reporting to management and performing administrative duties.

### Front Office Staff cum Administrator

Karama Medical Center (Right Health)

03/2018 - 11/2021

Dubai, UAE

#### Achievements/Tasks

- Registration of patient's data's, submitting for insurance approval and billing.
- Attending Phone calls to schedule appointments and solve queries.
- Letter typing, Making Quotations, Invoice, Billings and Purchase Orders.
- Log phone messages into computer system and email to staffs.
- Claims submitted to the insurance company.
- Troubleshoot employee concerns and recommended corrective actions to resolve issues.
- Troubleshoot employee concerns and recommended corrective actions to resolve issues.
- Networked with industry professionals to exchange best practice knowledge and stay abreast of latest developments.
- Welcoming and assisting visitors in a friendly and professional manner.

### Software Engineer

Mobiz Innovations Pvt Ltd,

2016 - 2017

Ernakulam, Kerala, India

## 💡 KEY SKILLS

Insurance Coordination

Records Management

Status Updates

Data Verification

System Updates

Data Entry

Reading Comprehension

Patient Data Identification

Patient Admission

## 🧠 SOFT SKILLS

Critical Thinking

Customer service

Problem Solving

Teamwork

Leadership

Time Management

## WORK EXPERIENCE

### Junior Software Engineer

Suffix E Solutions

2014 - 2016

Trivandrum, Kerala, India

## EDUCATION

### B.Tech Computer Science & Engineering

Kerala University

2011 - 2015

Kerala, India

### Higher Secondary

Board of Higher Secondary Education

2009 - 2011

Kerala, India

### Secondary

Board of Public Examination

2008 - 2009

Kerala, India

## CERTIFICATION

Medical Coding at Edoxi Training Institute (2022 - 2023)

## STRENGTHS & QUALITIES

- Caring about other people.
- Collaborating and working well together with others.
- Conflict management and resolution skills.
- Flexibility in thinking and operating style.
- Humor and lightheartedness.
- Inspiring and motivating others to active greatness.

## DECLARATION

I hereby declare that the above-written particulars are true and correct to the best of my knowledge and belief.

## SOFTWARE SKILLS

### Programming Language

C | C++ | Java | PHP | Code Igniter (PHP Framework)

### Scripting Language

HTML, JavaScript, JQuery, AJAX.

### Assembly Language Programming

Microprocessor 8085 | Microprocessor 8051

### MS Office

Word | Excel | PowerPoint

## LANGUAGES KNOWN

English



Hindi



Malayalam



Tamil



## PERSONAL INFO


Gender : Female

Marital status : Married

Nationality : Indian

## HOBBIES & INTERESTS

 Music

 Travel

 Movies