

Mansoor Parappadathil

Mobile : +971 55 518 9282

E-mail :

CAREER OBJECTIVES

To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities. I would like to gain new skills while utilizing my current area of expertise of procurement and employee satisfaction services within a positive team environment.

PROFESSIONAL EXPERIENCE

■ NEW AL MUSALLA MEDICAL CENTER, Muhaisnah 2, Dubai

● Insurance Coordinator cum Medical Receptionist (November 2018 – Present)

● Responsibilities:

■ Insurance reconciliations.

■ Obtain prior approval from different insurance companies/TPAs.

■ Respond to insurance /TPA queries and liase with concerned department without any delay.

■ Researched and solved claim and billing issues.

■ Assisted patients with patient eligibility and benefits coverage questions.

■ Update the changes in health policies.

■ Providing proper coordination and guiding Receptionist, Doctors and staff Nurse.

■ INDIANA MOTORS Kannur, Kerala

Sales Executive (March 2016- November 2017)

■ SYLCON SHOES & BAGS RETAIL TRADING, Bangloare

Sales and Billing section (October 2013 – December 2015)

EXPERIENCE IN PERFORMACE OF:

■ Knowledge about insurance policies.

■ Trying to reduce rejections.

■ Knowledge of Healthcare policies and protocol.

■ Maintaining continues contact with insurance companies to know about changes.

EDUCATIONAL QUALIFICATION

■ Bachelor of Business Administration (BBA) – Kannur University (2012)

■ 12th : Board of Higher Secondary , Kerala (2009)

■ 10th : Board of Public Examinations , Kerala (2007)

TOOLS AND SKILLS

■ MS-Office

■ Medas Clinical Software

■ DHPO Mannual Approvals

■ SAP fico & hr

■ UAE Valid Driving Licence

PERSONAL DETAILS

Date of Birth : 21-03-1992

Nationality : Indian

Marital Status : Married

Languages Known : English , Hindi , Kannada , Tamil and Malayalam

Passport Number : L 6277519

DECLARATION

I hereby declare that the above-furnished details are true to the best of my knowledge.

Mansoor Parappadathil