



# Riyaz Abdul Rahim

Operation Executive  
Insurance Coordinator  
Billing Executive

## Contact

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Abu Dhabi  
Tourist Club

## About Me

I am a highly skilled Pharmacy Insurance Coordinator and Supply Chain Executive with over 9 years of experience in reputed healthcare institutions. Holding an MBA, BBM, and a Diploma in Pharmacy, I specialize in managing insurance claims, pharmaceutical inventory, and supply chain operations. My expertise includes coordinating pharmacy inventory, processing bilingual insurance claims, and optimizing procurement processes. Proficient in ERP systems, SAP, and Microsoft Office, I have a proven track record of enhancing operational efficiency and ensuring compliance in high-cost medication management. Based in Dubai, I am fluent in English, Malayalam, Hindi, Arabic, and Tamil, and am known for my strong communication and customer service skills.

## Education

### MBA (MARKETING & SYSTEM)

KRUPANI COLLEGE, BANGALORE UNIVERSITY, INDIA 2011-2013

### BBM (Business management)

MAHARAJA COLLEGE, BHARATHIYAR UNIVERSITY COIMBATORE, INDIA 2008-2011

### D - PHARM

KERALA UNIVERSITY, INDIA 2005-2007

## Certifications

**SAP Business one** – functional consultant course, Conducted by Mukesh info serve Pvt. Ltd.

## Technical Skills

### Microsoft Office skills

**SAP** – Billing, Claims Submission, Resubmission, Reconciliation

**POS**- Taking approvals for the prescribed medicines.

**Microsoft Excel** - Creating spreadsheets, creating tables, Analyzing data, Pivot tables and Formulas (such as vlookup, sum if).

## Experience

### Pharmacy Assistant Cum Insurance Coordinator

*Burjeel Medical centre Alshamkha, Abu Dhabi, UAE*

2015 Feb - 2022 Sep

- Ensuring accuracy and compliance in all dispensed medication entries before processing insurance claims.
- Preparing detailed monthly consumption reports to facilitate efficient bulk ordering and inventory management.
- Managing and reconciling pharmacy inventory, particularly for high-cost medicines, to ensure optimal stock levels and minimize waste.
- Conducting weekly reviews of stock movement, including controlled and restricted medications, to maintain compliance and inventory accuracy.
- Verifying and processing manual bilingual insurance claims to ensure accuracy and adherence to regulatory requirements.
- Overseeing the electronic claims process, including initial submissions and resubmissions, to ensure timely and accurate reimbursement.
- Managing the end-to-end process of medical pharmacy insurance claims, including approvals, procedural compliance, denials, and accounts receivable.
- Proactively addressing and resolving rejected claims to prevent revenue leakage and ensure maximum reimbursement.

## Skills

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- Communication Skills
- Customer Service Skills
- Insurance claim processing
- Pharmaceutical Calculations
- Microsoft Excel Powerpoint
- Prescription Processing
- Medication Inventory Management

## Personal Details

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**Date of Birth** : 29-10-1986

**Nationality** : Indian

**Visa Status** : Visit Visa

**Passport No** : Y8798149

**Driving License No** : 2730925

**Driving Licence UAE**

## Driving License Details

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**License No** : 2730925

**Issue Date** : 06/12/2021

**Expiry Date** : 17/09/2028

**Permitted** : Light Vehicle

## Languages

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English

Arabic

Hindi

Tamil

Malayalam

- Coordinating with insurance providers to secure daily authorizations and resolve network-related issues promptly.
- Facilitating regular pharmacy committee meetings to review and discuss KPIs, driving continuous improvement in service quality.
- Managing administrative tasks and cashier operations to ensure smooth pharmacy operations and financial accuracy.

**Medical Supply Chain Senior Executive** 2022 Nov - 2024 Oct  
*Prime Healthcare Group, Dubai U.A.E*

- Drafting and dispatching purchase orders to suppliers, ensuring accuracy and compliance with organizational requirements.
- Confirming the availability, pricing, and promotional offers for ordered items to ensure cost-effectiveness and alignment with procurement policies.
- Accurately recording received goods in the ERP system to maintain real-time inventory updates and ensure proper documentation.
- Examining supplier invoices for accuracy and compliance before transferring them to the accounts department for timely payment processing.
- Addressing and resolving supply chain disruptions, pricing discrepancies, and other vendor-related issues to ensure seamless operations.
- Overseeing and organizing stockroom inventory for selected items to ensure optimal stock levels and minimize discrepancies.
- Monitoring and controlling inventory levels of pharmaceuticals across hospital and clinic facilities to prevent shortages and overstocking.
- Compiling detailed reports on procurement activities, inventory status, and supplier performance for review by the purchasing manager.

**Pharmacist**

**Lekshmi medicals, Kollam, India**

2nd December 2024- 3rd October 2025

- Serves patients by preparing medications
- Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities.
- Dispenses medications by compounding, packaging, and labeling pharmaceuticals.
- Controls medications by monitoring drug therapies; advising interventions.
- Contributes to team effort by accomplishing related results as needed.