

INSURANCE COORDINATOR – PHARMACY BACKGROUND

Detail-oriented **Insurance Coordinator** with **6 months of hands-on experience** in insurance claims processing, documentation, and coordination with insurance providers. Backed by **1.5 years of pharmacy experience as Store Manager cum coordinator in UAE**. Proven expertise in prior authorization, approvals, claims submissions through Riayati and eClaim portals with additional exposures to solid foundation in pharmacy operations, daily cash statement management, basic accounting tasks and e-commerce operations. Demonstrated leadership and known for accuracy, compliance and effective coordination between patients, pharmacies and insurance companies. A **fast learner** with strong attention to detail, able to quickly adapt to new systems, insurance policies and healthcare workflows while ensuring accuracy and efficiency.

SKILLS

- **INSURANCE:** Insurance Claims Processing, Insurance Documentation and Verification, Patient Insurance Coordination, Claims Follow-ups, Policy Compliance, Medical Billing Support
- **PHARMACY:** Pharmacy Operations, Medicine procurement & purchasing, Inventory & Store Management, Sales Target Achievement
- **ACCOUNTS:** Data Entry, Daily Cash Statement Management, Invoice handling
- **TECHNICAL:** E-commerce Operations, Canva (Poster & Graphic Design)

WORK EXPERIENCE

INSURANCE COORDINATOR

INARA MEDICAL CENTER - UAE

April 2025 – September 2025

- Verified insurance eligibility, approvals, and coverage details
- Processed and coordinated insurance claims for patients, ensuring accurate submission of documents
- Handled Riayati and eClaim approvals, ensuring timely processing of claims
- Prepared and maintained accurate insurance documentation and records
- Liaised with insurance companies to track claim status
- Ensured compliance with insurance policies and procedures
- Assisted patients by explaining insurance requirements and claim processes

PHARMACY OPERATIONS EXECUTIVE / STORE MANAGER

(Accounts, Purchasing & Store Management)

HEALTHWAY PHARMACY GROUP L.L.C - UAE

JANUARY 2024 – MARCH 2025

- Managed medicine procurement and vendor coordination, securing best prices and timely deliveries
- Oversaw inventory management and store operations, preventing stock-outs and maintaining accurate stock records
- Prepared and maintained daily cash statements, invoices, and basic accounting records
- Coordinated with suppliers and insurance teams to ensure smooth procurement and billing processes
- Maintain strong financial controls, reducing operational and stock costs by 15-25%.
- Created and Managed product listing and pricing on Amazon, Noon and multiple e-commerce platforms to increase sales

ASSISTANT PHARMACIST

RAHAT CLINICAL PHARMACY - INDIA

JULY 2023 – DECEMBER 2023

- Managed medication therapy for over 1000+ prescriptions
- Educate senior patients and caregivers on proper medication use and side effects
- Specialized in safe medication dispensing for infants, children, and adolescents
- Maintain proper inventory levels and ensure medication storage compliance

EDUCATION

BACHELOR OF PHARMACY (B.Pharm) - 2023

LAXSHMINARAYAN DEV COLLEGE OF PHARMACY - INDIA

HIGHER SECONDARY - 2019

MATLIWALA PUBLIC SCHOOL (CBSE) - INDIA

SECONDARY SCHOOL - 2016

INTERNATIONAL INDIAN SCHOOL JEDDAH – SAUDI ARABIA

LANGUAGES

English – Fluent

Hindi – Native

Arabic – Basic

Urdu – Fluent

PERSONAL DETAILS

Nationality : Indian

DOB : 11/08/2001

Gender : Female

Visa Status : Family Sponsorship

Location : Ajman, UAE

License : UAE Driving License