

AHAMMED AFNAN - Insurance Coordinator

Professional Summary

Dedicated Insurance Coordinator with over 3 years of experience (2022-2025) in the UAE healthcare sector. Specializes in insurance processing, patient interaction, eClaim approvals, Riayati platform operations, and medical documentation. Adept at ICD coding, insurance pricelist management, VAT filing and refund, and corporate tax documentation. Successfully resolved long-standing financial backlogs and developed compliant documentation systems in line with FTA standards. Known for clear communication, problem-solving, and an unwavering commitment to operational excellence in clinics.

Professional Experience

Insurance Coordinator

Dr. Sanjay Medical Centre, Sharjah

May 2021 - Present

- Provided full-cycle insurance coordination and patient interaction from 2022 to present.
- Handled and submitted claims via eClaim Link, securing Post Office approval.
- Operated and maintained accurate records through the Riayati health platform.
- Utilized ERM systems for tracking patient data and claims efficiently.
- Applied precise ICD coding for diagnosis and procedure mapping in insurance claims.
- Managed and updated insurance price lists aligned with provider rules.
- Successfully filed and cleared pending VAT refunds from 2018 to 2025.
- Created a long-term filing and documentation system compliant with FTA regulations.
- Supported corporate tax filing by organizing all relevant documentation and records.

Education

Bachelor of Commerce (B.Com)

Mahatma College, Kumble - Kasaragod, Kerala, India

2017 - 2020

Completed the full academic program with consistent performance across all subjects. Received a course completion certificate, although the final certification reflects an academic shortfall due to AGPA requirements.

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Higher Secondary (Humanities)

Thanbeehul Islam HSS, Kasaragod, Kerala

2015 - 2017

Gained interpersonal, analytical, and communication skills through a humanities-based curriculum.

Key Skills

- eClaim Link & Post Office Approval
- Riayati Platform Handling
- ICD Coding
- ERM System Operations
- Insurance Claim Processing
- Insurance Pricelist Management
- VAT Filing & Refund Management (2018-2025)
- Corporate Tax Documentation
- Microsoft Excel, Word
- Effective Patient Communication

Languages

- English - Native
- Hindi - Native
- Malayalam - Native
- Tamil - Advanced

Achievements

- Resolved long-standing VAT refund issues from 2018 to 2025
- Developed and implemented FTA-compliant documentation system
- Awarded for 2018 flood rescue efforts - Wayanad, Kerala
- Winner - Creative Photography Award, Mahatma College
- Blood Donor - College Community Campaign

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Contact

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Location: Sharjah, UAE