

GAURAB KUMAR JAISAWAL

PATIENT ADMINISTRATOR

A highly organized and efficient healthcare administrator with 5 years of experience in healthcare operations. Known for exceptional customer service, attention to detail, and effective communication with patients, families, and medical professionals. Possessing a strong understanding of medical terminology, patient confidentiality, and the healthcare environment. Adept at managing patient information, coordinating appointments, and ensuring smooth administrative processes in a busy healthcare setting.



PERSONAL DETAILS

Date of Birth
28 July, 1987

Indian

Marital Status
Married

Address
Business Bay, Dubai

EDUCATION


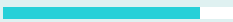

Bachelors in Business Administration

GPA 3.71

RELEVANT COURSES

Business Administration,
Introduction to Healthcare Informatics

LANGUAGES

Hindi 
English 
Nepali 

CONTACT

+971 545703105

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WORK EXPERIENCES

Lead Patient Coordinator - Mata Roop Rani Maggo Hospital

August 2018- March 2024

- As a Lead Patient Coordinator, I managed patient services, coordinated appointments, processed insurance claims, and ensured accurate records. I provided administrative support, optimized patient flow, and maintained confidentiality in compliance with the medical laws. I communicated effectively with patients, addressing concerns and fostering a positive healthcare experience for all.

SIAS Group: Customer Liasion Clerk

April 2024-To Date

- As a Customer Liaison Clerk, I facilitate communication between clients and the company, addressing inquiries, resolving issues, and ensuring a positive customer experience. I manage documentation, process requests, and provide timely updates. My role focuses on delivering exceptional service, building relationships, and enhancing customer satisfaction across all interactions.

SKILLS

- ✓ Patient Scheduling & Coordination
- ✓ Medical Records Management
- ✓ Insurance Verification & Claims Processing
- ✓ Patient Interaction & Communication
- ✓ Confidentiality & Data Security
- ✓ Customer Service Excellence