



# ALBIN K VARGHESE

+971554616459      albinkv0@gmail.com

## ADMINISTRATION/INSURANCE COORDINATOR

*I'm an adaptable and experienced Administration and Insurance coordinator. I have 9 month of experience managing hospital insurances to ensure that patients and their families receive comprehensive care and insurance support and i have 2 year of experience of performs clerical duties to help an office run smoothly and efficiently. I value helping others and creating an environment that fosters positive change.*

## Education

- 2018-2020

### BACHELOR OF BUSINESS ADMINISTRATION

Hindustan college of Arts & Science,  
Tamilnadu, India

- 2015-2017

### HIGHER SECONDARY (+2)

Government Boys Vocational Higher  
Secondary School, Kerala, India

## SKILLS

- MS Office
- Supervisor
- Crowd Management
- Time Management
- Verbal & Writing Skills
- Driving skill - Holding Original Indian Driving licence. Valid from 2018 valid to 2038 ( Bike &Car)

## Personal Details

- Nationality: India
- Passport No: V1000231
- Visa Status: Visting Visa
- Marital Status: Single
- Address: Al Nahda, Dubai, UAE

## Language

- English
- Malayalam
- Tamil
- Hindi
- Kannada

## Experience

● 03/2023-11/2023

### Seven Sigma Healthcare Solutions Private Limited

#### Insurance Coordinator

- Document basic insurance information in the patient's file for quick reference.
- Process and submit insurance claims daily.
- Monitor and follow-up on outstanding claims.
- Prepare and mails patients' statements each month on a regular billing cycle.
- Reimbursement support for the patients.
- Send information as requested by insurance companies such as x-rays, charting, narratives, and other documentation for processing the claim when applicable
- Enhanced Customer Satisfaction & Retention.

● 12/2021-12-2022

### Passport Seva Kendra (Tata Consultancy Services)

#### Citizen Service Executive

- Resolving applicants complaint and Queries.
- Providing detailed information to citizen.
- Capture biometrics fingerprint and digital photographs of the applicant.
- Check for completes of the application form submitted & make corrections if required.
- Manges controled & systematics movements of applicants within the PSK services Zones.
- Resolves & escalated customer queries and issue to APO.

● 01/2021 - 11/2021

### Swamis Bakery and Catering

#### Customer Service Supervisor

- Trains new employees in the company customer service policies, procedure and best practices.
- Monitors or reviews call or other correspondence between representatives and customers.
- Collect data and prepare reports on customers complaints and inquires.
- Assists with budget preparation for the customer service department.
- Performs other related duties as assigned.

## CERTIFICATES

- STUDENT POLICE CADET (03/2013 - 12/2014)
- NATIONAL SERVICES SCHEME (08/2015 - 03/2017)