



LIYAKATH KHAN

Human Resources Executive

EXPERIENCE

Access HealthCare

Chennai- India

Oct-2021 - Nov-2023

JOB ROLE: Human Resources Executive

- Deep understanding of HR principles and best practices, which covers knowledge of HR laws and regulations, recruitment, compensation, employee development, and employee relations.
- Assisted with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Maintained HR records, such as those related to compensation, health, and medical insurance.

Corro Healthcare

Chennai- India

Mar-2019 - Sep-2021

JOB ROLE: Medical, HealthCare and HCC Specialist

- ICD- 10 CM Chapter Specific Guidelines including all the chapters like Infection, HIV, Sepsis, Neoplasm, Diabetes, Myocardial Infarction and Stroke Coding and Aftercare Coding.

About Me

Human Resources Executive
I bring a wealth of experience as an HR executive in UAE labour laws, recruitment, including sourcing, interviewing, and onboarding.



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Driving licence: TN12 20200001692



Indian



27/01/1998



832 St - Al Khabaisi, Deira, clock tower, Dubai

EDUCATION

University of Madras

MSc. General psychology

2019-2021

Grade- A

University of Madras

Bsc.Biochemistry

2015-2018

Grade- A

EXPERTISE

- Human Resources Strategy
- HRIS Systems
- Interviewing Skills
- Emotional Intelligence
- Time Management Skills
- Recruitment & Selection

SKILLS SUMMARY

Talent Acquisition, UAE Labor Laws, HR Software, Payroll Management

96%

E-mail communication, online record, word processing document using database

97%

Java, C++, Microsoft office, word, Excel

87%

Project Management

90%

PROJECT WORKED

- Ciox optum MRA,
- ACA Atena
- Apixio
- Anthem
- Oscar

LANGUAGE

- English.
- Urdu
- Hindi
- Tamil

CERTIFICATION

- Completed Certification in Advanced level in Medical coding from ACHIEVERS SPOT since march 2019.
- CRC - (Certified Of Risk Adjustment)
- Member I'd : 01901631

HOBBIES

- Playing volleyball
- Watching sci-fi Movies
- Reading comics and stories at free time
- Won 2 nd place on volleyball in my division country

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Deira, Dubai

Liyakath khan