

# Najmia Farsana

✉ najmifarsana114@gmail.com

☎ 00971588732656

📍 Pulavelil house

🚩 Karama, Dubai

📅 April 6th, 1996

♀ Female



## PROFILE

Highly dynamic Office Administrator adept in providing administrative support to office staff to ensure optimal productivity and efficiency. Demonstrating a proven ability to manage multiple priorities in a deadline driven environment, while remaining attune to the ways in which I can be of service.

## EDUCATION

**IGNOU, MCA**

2017 – 2022 | Kottayam, Kerala

**IGNOU, PGDCA**

2022

**College Of Applied Science,**

Bsc Computer Science

2014 – 2017 | Kuttikanam, Kerala

**Technical Higher Secondary School, Plus two**

2014

**Technical Higher Secondary School, SSLC**

2012

## LANGUAGES

Malayalam

English

Tamil

## PROFESSIONAL EXPERIENCE

**Medical Insurance coordinator,**

TMM Hospital Thiruvalla

2023 – 2024

- Responsible for assisting patients in understanding their insurance benefits and financial responsibilities.
- Responsible for collaborating with the billing team to resolve insurance-related issues and discrepancies.
- Responsible for maintaining accurate and detailed records of insurance verifications and pre-authorizations.
- Answer client questions and concerns about their policies.
- Maintain detailed knowledge of different types of insurance policies and regulations.
- Assist clients in filing insurance claims when necessary.

**Galaxy Supermarket, Cashier**

2021 – 2023 | Thiruvalla

- Manage transactions with customers using the point-of-sales system.
- Scan products and ensure accurate pricing.
- Take cash, credit and debit payments.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell or upsell products.
- Resolve customer complaints and concerns.

## PERSONAL DETAILS

Date of birth : 06-04-1996

## CERTIFICATES

- Python Full stack Development
- Diploma in Hospital Administration

Marital status : Married

Nationality : Indian.

Visa Status : visit visa

## SKILLS

**Technical Skill** — Python | Django | MySql |  
HTML | CSS | Java script • **Soft skill** — Time  
management | Customer service | Planing  
and developing | Positivemantal attitude |  
Multi-tasking | Flexibility | Scheduling | Word  
processing | Professionalism •

**Computer knowledge** — Microsoft word |  
Microsoft excel | Powerpoint | Social media |  
Coding and programming | GitHub