

Insurance Specialist

Fatima Subhi Shaath

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NATIONALITY: Palestinian

CIVIL STATUS: single

DOB: 1976

INTRODUCTION

Looking for a job where I can collaborate with a team to develop my personal and technical skills.

Can collaborate with a team under any pressure to achieve the objectives of the establishment at the highest level.

Analyzing problems and challenges to find the right solution.

Ability to accomplish tasks within a defined and structured time frame.

EXPERIENCE

2005

Training,extra marking complex

2008 –2011

Biosphere medical products company sales Representative

2012–july 2022

Job description

AL HAYAT NATIONAL HOSPITAL - Medical Coordinator with Insurance Companies

1-RECORDS information from invoices data

**2-collect & compile data from medical records for statistical & other
RELATED REPORTS . & ALL TECHNICAL BILLING .**

EDUCATION

2005

KING SAUD UNIVERSITY – Bachelor of Business ADMINISTRATION Facility
Management track,marcting..

INFO

Computer Skills

MICROSOFT Well familiar with all MS programs

Archiving and Organizing files

Course in time management and working under pressure

Course in caring and satisfaction of the patient

Course in management and training

Language

ARABIC (Mother Tongue)

ENGLISH (Speaking & Writing)

TRANSFERABLE
1-COMMUNICATION SKILLS

- 2-team management
- 3-time management
- 4-effectively solve problem

Thank you all for your interest..