



CAROL BRAGANZA

SALES/OPERATIONS/ INSURANCE Coordinator with 12yrs exp within Dubai, Bahrain & India.

Key Skills: Sales Management, Business Development, Vendor relations, Operations Management, Procurement, Logistics planning, Cost control, Team building, decision making etc.

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VISA STATUS: VISIT



CAREER PROGRESSION

Operations coordinator

UNIQUE CONSTRUCTIONS, HUBLI, INDIA

Feb 2019 till April 2022

- Follow up with vendors and suppliers for payments and handovers.
- Preparation of LPO & GRN, Vendor creation, Vendor Statement of Accounts.
- Ensure that workplace standards are applied and quality service delivered to customers.
- Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications.

Insurance Executive

ROYAL BAHRAIN Hospital, BAHRAIN

Feb 2015 till Oct 2017

Accounts maintained: **GEMS, Med Net, Gulf Union, Health 360, Bupa International, Med gulf, SAICO.**

- Validate & ensure the endorsements and claims received by patients are correct.
- Follow up with Doctors to gain justification on particular tests recommended for patients.
- Ascertaining whether the claims fall within the scope of cover. Send claims to respective Insurers & follow up.
- Coordinating with insurance companies for obtaining information on new policies and their coverage.
- Assisting invoicing department in insurance processing and billing.
- Assisting in maintaining and updating records related to pre-approvals.

Secretary/Sales Coordinator

BIN DASMAL Trading, Dubai

March 2006 to Nov 2010

- Coordinate all administrative and business functions and make sure that they are properly done without delay.
- Review and answer correspondence; File correspondence & other records. Responsible for handling queries, incoming And outgoing calls, faxes and emails. Prepare contracts, internal memos and Business letters.
- Receiving of request for sales quotation. Issuing Pro-forma invoice and follow up of payments.

Front Office Exec/Secretary

ERNST & YOUNG, Mumbai, India

June 2005 to Jan 2006

- Maintaining records of all documentation file materials, managing data entry and even set up databases and other relevant data information.
- Processing all outgoing communication in the form of emails, letters, messages or other forms of communication.
- Travel arrangements for the M.D and Staff.
- Secretarial duties like letter writing on various aspects to the clients giving feedback on their Job Status, Filing etc.

PERSONAL INFORMATION

Date of Birth: 22nd May 1981

LANGUAGES

English, Hindi, Marathi, Konkani, Kannada

EDUCATION

Bachelor of Commerce

TECHNOLOGY PROFICIENCIES

SAP, MS Office (Word, Excel, Power point)