

Jincy Ramanan

Dubai, UAE.

✉ jincyramanan@gmail.com

+971 562616535 / 0505587031

Visa: Spouse (Valid till June 2025)



OBJECTIVE

To secure a position in the organization that offers challenges and opportunities for my career development and at the same time to serve the organization to the best of my capabilities.

ABOUT MYSELF

I honestly involve myself in everything with sincerity and self-confidence. Hard Work is my strength. Taking new challenge and achieving the target are my core strength. Individual & Team player and believing on team work is also a key in achieving success.

EDUCATIONAL QUALIFICATION

- **MBA (Human Resource Management)** (Bharathiyar University - Distance Education) 2019-2021
- **B.com C.A** at KG College of Arts and Science (Bharathiyar University): - 2015-2018
- **AMCT** (Advanced Medical Coding Training) from **AAPC** (The American Academy of Professional Coders) under Thought Flows(India) – **On Going – March 2023 – till date.**

EXPERIENCE:

Organization : **Wipro**

Designation : **Recruitment coordinator / Trainer, HC & Insurance Operation (US – Process)**

Period : **July'21 to April'22**

Roles & Responsibilities:

- Coordinate with Recruitment team (HR) for new hiring (Insurance ops).
- Trained new Joiners – Insurance Operations.
- Reviewing and researching insurance claims & EOB to determine possible payment accuracy.
- Finding paid & denied claims and move to the appropriate bucket.
- Have good experience in posting ERA payments by rectifying errors.
- After the payment will do the payment recon and tally the batches for Clients.

Software Worked – Citrix (Working Knowledge)

Organization : **NTT DATA SERVICES**

Designation : **HC & Insurance Operation (US – Process) – Senior Rep**

Period : **July'18 – July'21**

PERSONAL PROFILE

Passport No : **W5528035**

Expiry : **27/10/2032**

Visa / Expiry : **Spouse / Husband Sponsor / June 2025**

Date of Birth : **17-12-1997**

Language's : **English / Malayalam / Tamil**

Sex : **Female**

Marital Status : **Married**

Nationality : **Indian**

REFERENCES

Can be provided upon request.

Declaration

I hereby solemnly affirm that all the details provided above are there to the best of my knowledge & belief & that all times.

Place : Dubai

Date :

(Jincy Ramanan)