






HEYAM ALMOTAWA

SUMMARY

5 years of experience in the insurance possessing, excellent organizational, Analytical and writing skills, Interested into changing the traditional ways of into new creative one .

CONTACT

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 Saudi Arabia - Riyadh

EDUCATION

• BACHELOR DEGREE IN APPLIED CHEMISTRY

University of Princess Nourah Bint
Abdulahman , 2014

LANGUAGES

- English - intermediate
(communicative in writing and speaking)
- Arabic - native

COMPUTER SKILLS

- MAC/PC SYSTEMS
- MICROSOFT WORD
- POWERPOINT
- MICROSOFT EXCEL
- PHOTOSHOP CS

SKILLS

- Teamwork
- Time-management
- Planning
- Leadership Responsibility
- Ability to Work Under Pressure
- Team Player With Excellent Communication Skills

EXPERIENCE

SPECIALIZED MEDICAL CENTER SMC - 2019 - NOW

BUSINESS CENTER DEPARTMENT

- Business center officer
- Check the eligibility of the patient
- Send and follow - up the approvals
- Responsible for collecting approval request and linking the patient
- Enters all necessary data on the system to be followed by other hospital staff.
- Responsible for reviewing patients' case and insurance coverage information
- Open contract all insurance Companies . (Policy - Class)
- Patient services
- contact with the ordering physicians or customer service department to resolve issues

DR. SULIMAN ALHABIB HOSPITAL - 2015 - 2019

BUSINESS OFFICE DEPARTMENT

- Insurance Claim Coordinator
- Responsible as Team leader for seventeen Insurance Companies
- Managed a team of 4 professionals
- Conducted reviews for Insurance Companies and check all invoices monthly
- Prepare and distribute Ready Reference Table for all companies
- policies Prepare and process all companies
- Receive and process modifications, renewals and cancellation for all companies
- Review and ensure the correctness and accuracy of all companies data while enter the system

CERTIFICATES

THE FINANCIL ACADEMY

- IFCE (Insurance Fundamentals Certificate Examination 2020)

COURSES

- Introduction to the Fundamentals of Insurance 2020
- Health Insurance 2020
- Advanced Excel , 2019
- Quality Management , 2018
- HR Specialist , 2017
- Training in Alawwal Bank , 2013