



Hebatollah Ebrahim

Reimbursement Claims Officer
Medical Translator

Professional Goals

Seeking a career building in a highly reputed corporation, in which my experiences skills and my academic background can be applied and further enhanced.

Contact

Mobile:

01225916962

Email:

Hebatollahebrahim@gmail.com

Address:

Building 8B, Flat no. 43, Nasr City
Towers, Hassan el Ma'mon street, Nasr
City, Cairo, Egypt.

Education

Helwan University, Faculty of Science

September 2005-September 2010

Final Grade is Good 74 %

Graduation Project: Nanotechnology & Nanomedicine, Grade 95%

Work Experience

Nextcare, Allianz

Reimbursement Claims Officer (June 2019 till date)

- Reviewing claim submissions & verifying the information.
- Recording claims information in the database system.
- Determining policy coverage & calculating claim amounts.
- Processing claim payments.
- Communicating with insurance agents & beneficiaries.
- Performing other clerical tasks, as required.

Direct Claims Officer (March 2017-May 2019)

- Responsible for same above-mentioned duties but for KSA, Dubai & Oman accounts

Taisier Med for Surgical Sutures & Mesh

Production Engineer (January 2013-February 2017)

- Configuring appropriate materials & qualified operators to achieve the highest level of productivity.
- Ensuring product & process quality meets specifications required.

Training & Courses

- Medical translation at Ibn Sina Academy.
- Medical Interpretation at Ibn Sina Academy.
- Advanced Chemical Industries Technology at STCE Science & Technology Center of Excellence of Ministry of Military Production.
- Human Resources Management Diploma.
- Clinical Pharmacology at ICC.
- Practical application of medical laboratory investigations at ICC.
- Summer training at Liver Institute in Chemistry Department.
- Summer training at Naser Institute in Parasitology Department.

Languages & Skills

- Arabic: Native
- English: Very Good

- Computer Skills MS Office (Word Excel and PowerPoint)

Hobbies:

- Traveling, Hiking, Reading & Cooking