

## Curriculum vitae

**AMIR AKHTAR**

**Mobile no: 0580746745**

**E-mail: amirakhter2011@gmail.com**

*Posting Applied for camp-boss /storekeeper /administration*

*Objective :-*

To work in a challenging and continuously growing environment where my skills are utilized effectively and which provides me with the platform for growing with the organization leading to a mutually beneficial association.

Accomplished professional with 13+ years of experience in Insurance Claims Processing, Document Control, and Camp Management. Expert in streamlining documentation systems, ensuring data accuracy, minimizing claim errors, and supporting operations with confidentiality and precision. Strong communicator adept at staff training, workflow coordination, and policy compliance.

*Education Qualification :-*

- West Bengal Board of Secondary Education
- West Bengal Council of Higher Secondary Education
- Know computer Knowledge (Micro soft PowerPoint, Word & Excel, Outlook Mail)
- Bachelor of Arts - Post Graduate Diploma in Computer Applications - Diploma (1-Year) - Don Bosco Institute of Technology, Kolkata

*Core Competencies :-*

- Insurance Claims Processing & Approvals -
- Medical Billing Support -
- Document Control & Filing Systems -
- Data Accuracy & Verification -
- Report Preparation & Documentation -
- Policy Compliance & Problem Solving -
- MS Office Suite Proficiency - Effective Communication & Team Collaboration

**Key Skills :-**

**Strong team player with excellent communication skills -  
Ability to manage high-pressure tasks with accuracy and efficiency -  
Experienced in report writing and business correspondence -  
Strong sense of confidentiality and compliance with policies -  
Problem-solving and decision-making abilities**

**Work Experience (Total 4 years in Saudi Arabia, Riyadh) :-**

- Post: Document Controller & Camp Boss
- working as in Unistar Contracting Company (SBG)
- In Saudi Arabia, Riyadh from 31/07/2012. to 01/03/2016

**Responsibilities:**

- In charge of all Activities and Maintenance of Accommodation.
- Maintain Staff/Labour Camp Accommodation.
- Maintain Employees Documents - Passport, visa status, Leave schedule.,
- File management activities.
- File transfer and report by mail.
- Coordinate with Co-ordination and HR for necessary Information.
- Managed project documentation, drawings, contracts, and reports with precision. -
- Implemented structured filing systems and maintained organized document logs. - Supervised full camp operations including maintenance,
- catering, safety, and discipline. - Coordinated with suppliers to ensure compliance with safety and operational standards
- . - Managed staff attendance, allocations, and overall camp administration.

**Work Experience (Total 10 years Saudi Arabia Madinah experience) :-**

- Post Position insurance clerk
- working as in Wahat AlShifa Medical center .
- Saudi Arabia Madinah from 1/03/2016. to till now.

**Responsibilities:**

- Present - Review patients' cases and insurance coverage information to provide accurate claim assistance. -
- Submit approvals to insurance companies and resolve claim discrepancies. -
- Collect and verify daily claim data from the clinic system. -
- Check supporting documents (UCAF, prescriptions, insurance ID, approvals) and report ineligible claims.
- - Correct data entry and technical errors to ensure smooth claim processing. -
- Prepare and finalize monthly claims, submitting them to multiple insurance providers (Tawuniya, Medgulf, Bupa, Total Care, Gulf Union, Globe Med, etc.).
- - Review investigation results and attach relevant claims to insurance files. - Verify patients' insurance eligibility and ensure demographic information accuracy. -
- Coordinate with physicians and insurance providers to obtain service approvals. -
- Train new staff and monitor their performance to maintain operational efficiency. -
- Prepare daily, weekly, and monthly reports and provide claim summaries to the department head.

***Personal Information :-***

**Name** : **Amir Akhtar**  
**Father's Name** : **Moin Akhtar**  
**Nationality** : **Indian**  
**Religion** : **Islam**  
**Date of Birth** : **14/11/1990**  
**Sex** : **Male**  
**Permanent Address:** **42/2 A Topsia Road Kolkata 39**  
**Languages Known :** **English, Arabic, Hindi, Urdu & Bengali**  
**Passport No** : **T9971913**  
**Date of Issue** : **21/03/2021**  
**Date of Expiry** : **20/03/2021**  
**Place of issue** : **Jeddah**

**Declaration:**

I hope that the above mentioned particulars will meet your requirements and if you give a chance to serve, I assure you that I can do more best duties interest to care the entire satisfaction of my superior.

**AMIR AKHTER**