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| --- | --- | --- | --- | --- | --- | --- |
| Khalil Allah Osama Al-Laham  Dental technician   |  |  | | --- | --- | | **Khalil123khedga@gmail.com** | [**https://www.linkedin.com/in/boshra-makhlouf-301a482b0**](https://www.linkedin.com/in/boshra-makhlouf-301a482b0) | | **UAE - Dubai** | **Date Of Birth Icon Vector Art, Icons, and Graphics for Free ...** | | **+963 998263932** | **Sam.M | ADP Soccer Academy**  **Syrian** | |
| **SUMMARY** |
| Experienced Dental Technician with a strong skill set and two years of expertise in creating exceptional dental restorations, specializing in veneers, porcelain, injections, filling, and ceramics. Proficient in utilizing advanced techniques and materials to fabricate precise and aesthetically pleasing dental prosthetics. Demonstrated ability to achieve natural-looking results through meticulous attention to detail and artistic abilities. Collaborative team player dedicated to delivering superior patient outcomes. Seeking an opportunity to leverage my expertise and passion for dental technology to contribute to a dynamic dental laboratory team. |
| **Experience** |
| **Senior medical officer**  **GlobeMed Syria company**  **C:\Users\hp\Downloads\icons8-date-64.png**  March 2022 - March 2024 Syria, Damascus   * Processed and evaluated medical insurance claims to determine coverage and eligibility. * Reviewed medical documentation, including diagnoses, treatments, and procedures, ensuring compliance with policy guidelines. * Maintain accurate and up-to-date records of all insurance claims, including tracking claim statuses and following up on pending claims. * Identify and resolve any billing and coding discrepancies to facilitate prompt claim submission and payment. * Provide assistance to patients and insurance providers regarding insurance coverage, claim status, and other related inquiries. * Collaborate with the billing team to reconcile payments, resolve outstanding balances, and process adjustments and refunds when necessary |
| **Head of the Risks and Misuse Department and insurance approval**  **The Arabic insurance company (Medexa)**  C:\Users\hp\Downloads\icons8-date-64.png  October 2021 – March 2022 Syria, Damascus   * Experienced professional adept at monitoring provider performance, overseeing daily claims administration, coordinating workflow efficiently, and conducting eligibility evaluations for insurance claims. * Proactively ensured provider accountability, generating weekly reports to track speed and performance. Managed end-to-end claims administration, verifying documentation accuracy and collaborating with internal teams for seamless processing. * Implementing strategies to mitigate risks and prevent misuse. * Study of insurance claims related to medicines in proportion to the medical diagnosis of the insured, in addition to pricing medicines on the system in conformity with the popular insurance prices * Identifying and addressing any potential risks or instances of misuse during the claims process. * Collaborating with various stakeholders to streamline the claims administration process and enhance efficiency. * Providing guidance and support to staff members involved in claims handling to maintain high standards of quality and accuracy. * Conducting regular assessments and audits to monitor the effectiveness of risk mana |
| **Education** |
| **Bachelor’s Degree – pharmacy**  **pharmacy and pharmaceutical chemist at Syrian Private University**  **C:\Users\hp\Downloads\icons8-date-64.png**  October 2016 - December 2021 Syria, Damascus |
| **Courses**   |  | | --- | |  | | **Relevant coursework**:   * Health Insurance Principles, Medical Terminology, Claims Processing Risk Assessment, Healthcare Ethics. * Effective communication strategies | |
| **Languages** |
| **Arabic English**  **Native Proficient**  **Skills** |
| **Soft Skills**   |  |  | | --- | --- | | * Excellent communication, strong organization and time management, advanced analytical. * Problem-solving abilities, exceptional customer service, keen attention to detail. * Effective interpersonal and negotiation skills, strategic and critical thinking.  |  | | --- | | **Hard Skills** |  * Microsoft Office (Word, Excel, PowerPoint): Proficient in document creation, spreadsheet management,   and presentation development.   * Database Management: Experience in utilizing and managing databases for storing and analyzing   insurance-related information.   * Insurance Software: Familiarity with industry-specific software for policy administration, claims processing,   and customer management |   **Volunteering:** |
| * Founder on Aqemha team, from March 2020 until 2023. * Provide people with the necessary information to prevent coronavirus, and help people * Infected with the virus with the drugs they need.   **Reference** |
| Dr. Nabil hneidy (general manager on GlobeMed company)  Phone number: +963930411115 |