

# Saba Ansari

sab\_ansari@yahoo.com | (813) 992-2248 | Tampa, FL | <https://www.linkedin.com/in/> | website

## Summary

Results-driven Customer Service Representative with extensive experience in healthcare administration, management, and patient registration.

## Skills & Certifications

**Technical:** Excel, Word, PowerPoint, SharePoint, Labpro 2000

**Languages:** English, Hindi, Urdu, Sindhi, Spanish

**Certifications:** Licensed Realtor

## Work Experience

### Property Manager

Contractor

May 2010 – Present

Tampa, FL

- Demonstrated competency in administration, coordination, and evaluation of patient registration and insurance verification processes.
- Provided excellent customer service, resulting in positive patient feedback and repeat business.
- Utilized equipment and mechanical devices to maintain a functional, effective, and safe environment

### Customer Service & Sales Representative

Century 21 Realty

2005 – 2008

Tampa, FL

- Developed strong communication skills, working with physicians, patients, and the public.
- Established good working relationships with internal and external customers.
- Demonstrated knowledge of commonly used concepts, practices, and procedures in healthcare and customer service.

### Personnel Coordinator/HR Representative

Labor Ready Inc.

2001 – 2005

Union City, NJ

- Coordinated patient registration, check-in, and check-out processes.
- Verified insurance and informed patients of costs for care.
- Answered telephones, relayed messages, and greeted visitors/patients.

### Advertisement Executive

Medical Procedure Solutions

1990 – 2005

Union City, NJ

- Persuaded clients to sign a 5-year annual contract for their financial advertisement, published bi-weekly for a medical practitioner's journal.
- Marketed company's business directives to prospective medical clients, resulting in a 50% increase in the revenue by the first year.
- Conducted interviews with prospective doctors to find their opinion to improve medical journals, products, and services.

## Published

### Advertisement Executive & Billing Coordinator

Medical Practitioner Journal

Jan 2022 – May 2022

- d

## Other Extracurriculars & Experiences

### Volunteer

d

Mar 2022 – Present

Tampa, FL

- d

## Education

### Karachi University

Bachelor of Law

### County College of Morris

Associate of Science in Health Administration