

Customer Service Executive in front desk handling. Experienced with all aspects of the front desk management scheduling, verification of benefits, authorizations, emails and referrals.

Objective Seeking a competitive position to continue my career in a high-level professional environment. To secure employment with a reputable company, where I can grow, learn new things and exercise what I have learnt.

LEAH RICHARD

Address:

Lane No. 5 House No. 2 Drigh Road
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Phone:

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Skill Highlights

- Verbal Communication
- Project Management
- Strong Decision Maker
- Complex Problem Solver
- Creative Thinker
- Innovative

Languages

English
Urdu
Punjabi

Hobbies

- Cross-word Puzzles
- Cooking
- Photography

Experience

08/2021 to Currently Working

CSE Front Office (HCS) - Sybrid Pvt. Ltd., Karachi

- Taking patient calls incoming to Clinics & resolving patient queries.
- Maintaining schedules for Healthcare Providers.
- Obtaining verification of benefits of scheduled clients.
- Initiating pre-authorizations for required scheduled clients.
- Taking follow-ups on until approved and appealing on denied authorizations.

Education

Intermediate (Pre-Medical): P.A.F Girls College **2020-2022**

Matriculation (Science): St. John's Secondary School **2006-2019**

References

References will be furnished on request.