

NADA AL KATHIRI

Kingdom Of Saudia Arabia

Phone: 0535443523

Email: Nada1.alkathery@icloud.com

Saudi Nationality

EXPERIENCE

SAUDI NEXT CARE (CLAIMS MANAGEMENT MANAGER) (2021 - 2023)

- Develop and Update workflow processes to optimize productivity and quality.
- Monitor the claims status on daily basis and finalized them within (TAT)
- Evaluate and develop also manage the performance of the team members
- Prepare the KPIs, KRIs, and other reports related if needed.

SAUDI NEXT CARE (SENIOR TEAM LEADER) (2017 - 2020)

- Update the Tracker of work distribution and reported to manager
- All task of Previous job title.

SAUDI NEXT CARE (TEAM LEADER) (2013 - 2016)

- Distribution batches to the team
- Prepare Team Productivity and reported to the Manager
- Process the Claims and achieve high production

SAUDI NEXT CARE (CLAIMS ADJUSTER) (2012 - 2012)

- Process the claims and applied company agreement fast and accurate
- Achieve high production with good quality

AS-SALAMA HOSPITAL CO. (RECEPTIONIST) (2007 - 2012)

- Receive Customers at the front desk.
 - Register the basic and accurate information.
 - Answering the customer questions.
-

EDUCATION

DIPLOMA IN HUMAN RESOURCES MANAGEMENT (2020)

- Graduate with 4.92 / 5
- Got the Ideal student Shield in 2019
- COOP student at Aramco Co. (Jan - Mar 2020)

HIGH SCHOOL CERTIFICATE (2005)

OBJECTIVES

An expert in the field of insurance in the medical claims management department for more than 10 years, I look forward to this experience in achieving and improving effectiveness and efficiency to improve organizational performance in order to achieve the goals of the company strategy and vision.

I'm also looking forward to gaining experience in HR department operations to expand knowledge in several areas.

LANGUAGE

- English
 - Arabic
-

SKILLS

- Flexibility
 - Team Work
 - Motive
 - Communication
 - Problem solving
 - Time management
 - Origination
-

CERTIFICATE:

- IFCE (insurance function)
- Computer
- English