

► Selvy Salveti

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DOB: 14 September 1985



Dear Sir/Ma'am,

I am writing to express my strong interest in working at your company as an administrative assistant. I am a highly capable and experienced administrative professional.

In addition to my administrative skills, I offer significant abilities and experience in organizing, prioritizing, confidentiality of documents, and detailed preparation of reports and projects. My ability to get along well with others, to make necessary adjustments to meet deadlines, and effectively coordinate in fast-paced environments have all contributed to my growth in this field and my employers placing a significant degree of trust in me.

In hindsight, I believe I am best fit as an assistant to a smart, busy individual or company. I seem to flourish in that role, and I enjoy the fast paced environment which surrounds such individuals/companies. I work quickly and efficiently under pressure, and truly enjoy being busy.

The position you are looking to fill reads to me as exactly the kind of opportunity for which I have been searching. I would like to meet you and discuss on this further.

Thank you so much for your time and consideration

Sincerely,

Selvy Salveti

Education

Ahli Madya (2006)

► Diploma in Nursing, Adventist University of Indonesia

Skills

- ▶ Strong analytical and evaluation skills
- ▶ Able to work independently and under pressure
- ▶ Ability to identify and fulfill needs of clients
- ▶ Excellent oral and written skills
- ▶ Strong organizational and negotiating skills
- ▶ Flexible with overtime as needed

Experience

Claim Analyst (June 2012 – Present)

MNC Life Insurance

1. Verifying insurance coverage and benefits for providers and claimants
2. Performing data entry skills as well as clerical skills
3. Reviewing and processing medical health claims for groups and individuals
4. Checking if the submitted claims is complete or not, and requesting additional details
5. Analyzing if the claim submitted is eligible for payment or not
6. Drafting and mailing denial and acceptance letter for claims submitted to clients.

Claim Staff (February 2009 – May 2012)

Agra Indonesia – Insurance Broker

1. Calculate amount of claim.
2. Contact insured or other involved persons to obtain missing information.
3. Post or attach information to claim file.
4. Prepare and review insurance-claim forms and related documents for completeness.
5. Provide customer service, such as giving limited instructions on how to proceed with claims or providing referrals to auto repair facilities or local contractors.
6. Review insurance policy to determine coverage.
7. Transmit claims for payment or further investigation

Outpatient Nurse (August 2006 – December 2008)

Morula IVF Jakarta

1. Supervises and/or coordinates the patient care activities of the clinic; develops and implements patient treatment plans, and develops and maintains patient charts and records.
2. Provides professional and administrative supervision and leadership to professional nursing staff; allocates and evaluates work, provides guidance and training, and participates in hiring

and performance management decision making as appropriate.

3. Provides direct routine patient assessment and treatment, to include clinical/nursing procedures, as required within the parameters of the program; notifies attending physician as required for non-routine care or other unusual medical circumstance.
4. Maintains inventories of medical and operating supplies and equipment, and ensures the functionality of clinic facilities.