



CONTACT

eldhoshajan@gmail.com

Mobile: +971503724358

Address: Janatha Building
Room No104
Near Sharjah
Islamic
Museum
Rolla, Sharjah

Personal Details

Date of Birth: 16/06/1992

Sex : Male

Nationality : Indian

Marital Status: Married

SKILLS

Excellent inter-personnel
skill and communication.
Administrational skill.
Leadership skills.
Documentation skills
Staff Development and
Supervision.

LANGUAGES

English
Malayalam
Hindi
Tamil

ELDHOSE SHAJAN

COUNSELLOR

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a postgraduate in social work with seven years of experience in health sector. I am excellent in working with others to achieve a certain objective on time. I have good communication skills; both written and oral, and I enjoy working in a challenging atmosphere with multi-talented people.



WORK EXPERIENCE

Patient relation executive/Cashier: July 2022 to till date.

Starcare Medical Centre, Sharjah

- Communicating with medical billing specialists to ensure treatment codes are accurately received
- Interacts with patients professional and personal manner
- Taking timely approval of investigations/procedures.
- Invoicing the services as per agreed prices.
- Make sure CPT codes are accurate as per service.
- Billing patients for medical services
- Create daily, Weekly and monthly reports from clinic financial data.
- Provide High level of customer service to the patients

Patient Relation Executive: August 2021 to June 2022

Al Gharfa Medical Centre, Ajman.

- Ensure coordination of communication between patients and families and medical staff.
- Create and maintain liaison with insurance companies to inquire about payable or paid claims.
- Respond to patients' complaints regarding hospital services and ensure that concerns are handled properly.

UNIT INCHARGE: September 2019 to July 2021

Right Health Clinics, UAE

- Improve Customer service experience, and facilitate organic growth.
- Ensure the smooth processing of the Communication Department.
- Ensure the front office/ reception area's ambiance is appropriately maintained to comfort the patient's registration.
- Receiving of payments and billing patients as per price list, policies and agreedtariff with insurance companies from OPD and other departments.
- Co-ordination with external and internal clients for additional informationneeded for approvals

HOBBIES

Travelling
Reading
Playing Cricket

COUNSELLOR (Blood Bank) January 2018-August 2019

VPS Lakeshore Hospital & Research Centre Ltd.Kerala,India

- Post donation counseling of the donors regarding precaution to be taken.
- Provide motivation to promote repeat voluntary donation.
- Give awareness for the deferred donors.
- Ensure the safety of products from blood.
- Counseling of donors who test “reactive “for a TTI by the “screening tests” done.
- Pre donation counseling of blood donors including identifying and deferring those who are at high risk of having TTI. [Transfusion Transmitted Infection]

Public Relation Officer: October 2016 to December 2017Care & Share International Foundation, Ernakulam, Kerala

- Administrate the smooth and proper functioning of the organization.
- Planning PR campaigns and strategies.
- Monitoring the public and media's opinion about the client or employer.
- Writing and editing leaflets, brochures, press releases, speeches,newsletters, websites and social media regarding the institution.



EDUCATIONAL HISTORY

Masters In Social Work: JUNE 2014-May 2016

Jai Bharath Arts &Science college (Under MG University)
Kerala, India.

BA English with Journalism: JUNE 2011-March
2014 Yeldho Mar Baselious College (Under MG University)
Kerala, India.