

Fawzan Ameer

Contact No: +971 566 391 174

E-mail: fawzan.hasheef@gmail.com



Career Objective

Articulate and accomplished accounts executive experienced at keeping an office running smoothly. A communicator and collaborator who is efficient in planning, organizing, and executing meetings and conferences. Comfortable with projects that require multi-tasking and flexible with changing priorities.

Summary

- Successfully completed G.C.E O/L and A/L examination.
- Excellent problem solving, communication and public relations skills.
- Fluent in all three Languages (English, Tamil and Sinhala)
- 4 + years of work experience.

Working Experience

ORGANIZATION : **Thumbay Clinic LLC**
LOCATION : **Sharjah, UAE**
DESIGNATION : **Insurance Clerk**
PERIOD : JUL 2018 – Present

- Prepares and submits claims to third party payors to obtain reimbursement for patient care
- Requesting medical & non-medical items from store.
- Attaching insurance claim form in to the HIMS system.
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

ORGANIZATION : **Civicon Engineering Services (Pvt) Ltd**
LOCATION : **Kiribathgoda, Sri Lanka**
DESIGNATION : **Accounts Executive**
PERIOD : **SEP 2015 – APR 2018**

- Preparing financial documents such as invoices, delivery notes, good receive notes, purchase orders.
- Managing petty cash transactions.
- Processing transactions, issuing cheques and updating ledgers.
- Feeding data in to the QuickBooks accounting system.

Academic Qualifications

- GENERAL CERTIFICATE OF ADVANCED LEVEL (2015) In **Commerce Stream**.
 - Zahira College Colombo.
- GENERAL CERTIFICATE OF ORDINARY LEVEL (2012).
 - Hameed-AI-Husseine College Colombo.

Language Ability

English	Spoken Written
Sinhala	Spoken Written
Tamil	Spoken Written

My Abilities & Strengths

- Familiar with MS Office packages, (Specially Excel) Email & Internet applications.
- Good communication skills in English, Tamil & Sinhala.
- I can handle any type of work related to my field of study and experience or unrelated, I also assure that I will do my utmost to gain your satisfaction.

Personal Information

- Full Name : Fawzul Ameer Mohamed Hasheef Fawzan
- Date of Birth : 26th May 1996
- Marital Status : Single
- Nationality : Sri Lankan
- ID Number : 961470790V
- Passport Number : N5510666
- Address : No. 15/5, Parakumba Mawatha, Kolonnawa, Sri Lanka.
- Email : fawzan.hasheef@gmail.com

Non-Related Referees

Mr. Suman Kukian
Clinic Supervisor,
Thumbay Clinic LLC
Sharjah,
UAE.
Mobile: +971 562 159 720

Mr. U C Saman Kumara
Chief Operation Officer
Civicon Engineering Services (Pvt) Ltd,
Kiribathgoda,
Sri Lanka.
Tel: +94 77739 910

Declaration

I hereby certify that the above Information are true in correct to the best of my knowledge.

Thanking you,
Best regards,
Fawzan Ameer.