

# J.MOHAMED THARIQ



## Contact

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## Personal Details

Date of Birth : 17/06/1995

Nationality : INDIAN

Religion : Muslim

Passport : Yes

Place : Abu Dhabi

## Skills

Ms word Ms Excel Ms PowerPoint 80%  
Typing Communication Team work

## Languages

English, Tamil , Malayalam

## Interests

Reading books

Cricket

## OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

## EXPERIENCE

### SIMS HOSPITAL

2018 -

Billing & Accounts Handling Admin

2019

#### DUTIES AND RESPONSIBILITIES

Accounts Checking Handover To Manager,

Discharge process,

Billing Handover To Manager,

Monthly Reporting,

Inventory control,

Attendance shedule update in Mail,

Monthly stock Auditing External .

### Rela Hospital

2019 -

Accounts & Billing

2022

#### DUTIES AND RESPONSIBILITIES

Accounts Checking ,

Discharge Iniate and Clearance process,

Billing Handover To Manager,

Monthly Reporting,

Auditing Report To External Auditor Monthly,

Schedule Process,

Monthly system and stock Management,

Daily GRN making Process,

In Mail daily update discharge shedule,

Monthly check stock consumption process,

Attendance shedule update Daily in Mail,

Monthly once Attend Meeting process.

## EDUCATION

Fatima matric convent school

2012

SSLC

77%

Fatima matric convent school

2014

HSC

70%

MGR University

2018

EGS pillai pharmacy college

60%