



# SYED MOHAMMED ALI

## ADMINISTRATION & OPERATIONS

**Hospital Administration:** Capable of working in any Non-clinical department of a Hospital. To work for a professional organization that offers challenging opportunities, an excellent cooperative working environment to utilize my professional and technical knowledge, enabling me to improve my abilities, develop organization plans and work procedures. Oversee the development and implementation of the organization's Vision and Mission.

## Contact

### Phone

+971 552652168

### Email

imsyed17@gmail.com

### Address

SHARJAH, UAE

## Education

2022

MHA (Masters in Hospital Administration)

SRM University, Chennai

2020

BBA (Hospital & Health Systems Management)

Sri Ramachandra University, Chennai

## Expertise

- IP & OP SERVICES
- OPD ADMINISTRATION
- ADMISSION & DISCHARGES
- COORDINATION
- PATIENT CARE SERVICES
- PATIENT COUNSELLING

## Language

ENGLISH

HINDI

TAMIL

URDU

## Experience

### ● FRONT OFFICE EXECUTIVE

MIOT INTERNATIONAL HOSPITALS

NOV 2022 - JUN 2023

Patient Registration, Outpatient Billing (Investigations, Scans, Doctor Consultation Fee ), Fixing appointment with Doctors, Attending Inbound calls, Receiving International Patients, Admission and Discharge duties, Preparing patients for Admissions, Counseling Patients on Master Health Check Packages, Tie ups with Private Organizations regarding Health Checkups for their employees, Guiding and Grievances Handling of Patients, Feedback control.

### ○ COORDINATOR - OPERATIONS

KAUVERY HOSPITALS

JULY 2023 - OCT 2023

Patient Coordination in Emergency Department of the Hospital, Outpatient Admission and Discharge duties, Outpatient Billing for Investigations and Scans, Ambulatory services, Scheduling Emergency patient Pickups and Drops, Financial Counseling for Surgeries, Operations, Therapies and Medical Management, Giving Insurance clearances, Allocation of Wards & Rooms based on Patient Insurance Coverages and Finances, Patient Progress Tracking, VIP patient's Coordination

### ○ INTERNSHIP

GLENEAGLES GLOBAL HOSPITALS

HUMAN RESOURCE INTERN

CONDUCT INTERVIEW FOR CANDIDATES, RECRUITMENT AND SELECTION PROCESS, CANDIDATES DOCUMENTS HANDLING AND FILES MAKING, MANAGEMENT INFORMATION SYSTEM (MIS), ORIENTATION CLASSES

## SKILLS

- GOOD COMMUNICATION
- INDUSTRY KNOWLEDGE
- ADAPTABLE TO ANY WORKING CONDITION
- HONEST & PROFESSIONAL

## PERSONAL INFORMATION

DOB - 17/06/1999

NATIONALITY - INDIAN

GENDER - MALE