

**MUHAMMED BASHEER NK**

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## CARRER OBJECTIVES

Seeking a Challenging position in an organization that provides continuous learning and stimulates creativity. To showcase my skills in a challenging position, enabling the possibility to grow and become part of a team, and contribute efficiently towards meeting the company's objectives.

## Work Experience

- Presently Working at Aster Clinic as Cashier in Uae.
- Joined In Aster 2011 as Customer Service Executive.

### Duties & Responsibilities as Cashier

Managing all kind of billing in the clinic including Insurance and General Patients . Manage up-to-date clinic income records by sending and receiving bank checks and documenting all relevant transactions. Receives and reconciles cash, checks or credit card for payment and issues receipts as required .Responsible for cash box during clinic and transfers money to accounts department at end of clinic for deposit . Handle all payments to clinic suppliers and accurately enter daily payment activities (credit, insurance, cash, check, payment for previous visit) into software management system .Create daily, weekly, and monthly reports from clinic financial data . If a refund is necessary, ensures all appropriate documents and signatures are obtained, and refunds are entered in the system .Calculates total amounts received and reconciles with supervisor at the end of each shift before closing cash drawers. Managing all kind of billing in the clinic including Insurance and General.

### Duties & Responsibilities in Front Office

Provides a high level of customer service to the patients. Interacts with client with professional and personal manner. Responds to questions according to regulatory protocols. Maintains client schedule at clinics that have pre-scheduled appointment times. Assists in accurate and legible documentation of clinic forms. Assures every client is signed in and has completed clinic paperwork. Check consent and insurance form for completeness and legibility before the client goes to the Registered Nurse for services. Makes recommendations and implements process improvements.

### Duties & Responsibilities as Team Leader.

Handling Patients complaint and solving it .Arranging duties of Doctors & Customer service team . Updating Doctors timing in the HIS System .Handling all other Administration Activities as per the order with Clinic Manager. Working as Assistant Incharge of the Clinic .

## AREAS OF STRENGTH

- Administration, Billing, Reception, and Floor Managing skills.
- Advance Level Billing Experince For Insurance &General Patients.

## PROFESSIONAL PROFILE

- Experienced professional skilled with strong analytical mind.
- Highly dedicated .
- Organizer and a team player.
- Good Interactive Skill
- High level of confidence

## EDUCATIONAL QUALIFICATION

- IATA/UFTAA -Akbar Academy of Airline Studies.
- M.COM
- B.Com -Calicut University.

Office Tools : Post Graduate Diploma Office Secretary training course

## LANGUAGE SKILLS

Languages	Speak	Read & Write	Understand
English	✓	✓	✓
Malayalam	✓	✓	✓
Arabic	Basic	✓	✓
Hindi	✓	✓	✓

## Personal Details

Date of Birth : 04-01-1987  
Father's Name : N. K. Koyakutty  
Sex : Male  
Marital Status : Married  
Permanent Address: Kilikkode (h)  
Kodiyathur (post), Kerala - India  
Nationality : Indian  
Religion : Islam  
Passport No : G7604930  
Place of Issue : Kozhikode  
Date of Expiry : 02-03-2028  
Visa Status : Employment

## DECLARATION

I hereby declare that the above statements are true to the best of my knowledge.

**Muhammed Basheer**