

Ahammed Shafiq M

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Career Objective

- To work in a stimulating environment where I can apply & enhance my knowledge, skill to serve the firm to the best of my efforts

Work Experience

1. Receptionist

Hope Medical Center – Abu Dhabi, Mafraq workers city-1- UAE

01/12/2017 to 14/01/2019

Duties and Responsibilities:-

- Follows patient identification policy and register patients as per HAAD and insurance company guidelines.
- Process payments from patients for co-pays and uninsured visits.
- Obtaining referrals and pre-authorizations as required for procedures.
- Checking eligibility and benefits verification for treatments, and procedures
- Ensure correspondence ,reports ,results etc, are filled electronically in correct patient record.
- Taking approval from insurance for the procedure.
- Preparing referral form for the patients.
- Take all the claims submission from insurance department every month.
- Checking each insurance payment for accuracy and compliance with contract discount.
- Updating billing software with rate changes.
- Updating cash spreadsheets, and running collection reports.
- Software used: Insta Hospital Management System & Cortex clinical management software.

2. House Keeping Supervisor

Al Ain Hospitality Management Service LLC – Abu Dhabi- UAE

15/10/2013 to 01/07/2017

Duties and Responsibilities:-

- To achieve the maximum possible efficiency in ensuring the care and comfort of guests

- To establish a welcoming atmosphere and ensure courteous, reliable service from all staff of the department.
- To ensure a high standards of cleanliness and general upkeep in all areas for which the department is responsible.
- To ensure training, control and supervision of all staff attached to the department.
- To Provide and maintain the floral decorations and maintain the landscaped areas.
- To deal with lost and found articles.

Holding valid UAE Driving License

License No - 2486010
Place of issue - Abu Dhabi

Education

- Higher secondary School Leaving Certificate
Government Higher Secondary School, Kasaragod, Kerala

Technical Education

- Date of Attendance :2009
Netlabs Computer Education,Kannur,India
Diploma in Hardware and Networking
- Date of Attendance :2010
Netking Computer Education,Manglore,India
Diploma in Networking,CCNA and MCITP (*not certified*)

Languages Known	Read	Write	Speak
ENGLISH	✓	✓	✓
HINDI	✓	✓	✓
MALAYALAM	✓	✓	✓
ARABIC	✓	✓	✓

Personal details

Date of Birth : 4th April 1988
Nationality : Indian
Passport No. : H 6354842

References

References are available on requests

I hereby certify that the above mentioned information is true and correct to the best of my knowledge.

Ahammedshafiq m