**First Name of Application CV No 1662366**

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Date of birth: 13th Feb. 1991

Gander: Male

**PROFILE:**

An innovative highly competent, motivated and enthusiastic Administrative Professional an output driven. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Team-player, approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

**ACADEMIC QUALIFICATIONS:**

* Graduated from Al Khwarizmi International University as a bachelor degree in Business Administration as An Accountant in August 2015.
* Graduated from Al Khwarizmi International College in Business Administration as An Accountant 2013 (Associated degree).
* High school certificate in 2007/2008 from Ashbal Al Qudes Private School – Abu Dhabi.
* ICDL certificate.

**AREAS OF EXPERTISE:**

* Office management.
* Administrative support.
* Report writing.
* Diary management.

**WORK EXPERIENCE:**

**Consultant /Administrative Coordinator at:**

**Golden Procedures Businessmen Services-Abu Dhabi, United Arab Emirates-(since 2012 to Present)**

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Company Description:

A company that caters outsourcing for Travel Documentation and Public Relation Services that provides comprehensive range of services addressing concerns in acquiring travel documents (nonimmigrant visas-study and tourist) to European Countries, USA, Asia and other countries.

* Coordination with the clients.
* Reporting to higher manager.
* Ensure that all confidential documents are filed and a proper filing system is maintained.
* Distributing the duties to the concern employees.
* Handling telephone enquiries in a professional and polite manner, taking accurate messages and following up on agreed action.
* General office management, ordering supplies, business cards, stationery & arranging translation.
* Assistant Manager.
* Knowledge of using a range of office software, including email, spreadsheets and databases.
* Experience of organizing and supervising of the administrative activities in a busy office environment, all within budget and to tight timescales.
* Updating & maintain the holiday, absence and training records of staff.
* Updating, processing and filing of all documents.
* Time scheduling for meeting & events.
* Extensive diary management.

**Sales Administrative Coordinator at:**

**Daman National Health Insurance Company-Abu Dhabi, United Arab Emirates (from Aug 2010 to Dec 2011)**

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Company Description:

A non-[life insurance](http://en.wikipedia.org/wiki/Life_insurance) conventional [health insurance](http://en.wikipedia.org/wiki/Health_insurance) [government-affiliated company](http://en.wikipedia.org/wiki/Government) in [Abu Dhabi](http://en.wikipedia.org/wiki/Abu_Dhabi), [United Arab Emirates](http://en.wikipedia.org/wiki/United_Arab_Emirates)

* Working with problem claims & denials
* Getting approvals for medical procedures
* Ensuring coverage of claims, guiding staff for correct use age of claim forms, approval papers
* Coordinating with claimants/policy holder for obtaining information on new policies and their coverage
* Explaining coverage of medical benefits to policy holder when required
* Assisting invoicing department in insurance processing and billing
* To networking with other companies to obtain accreditation as a provide
* Liaising with policy holder or companies regarding eligibility, payments, approvals, reconciliation and other requirements.
* Liaising with policy and insurance holder regarding their eligibility and entitlements.
* Provides training and educate staff in insurance matters.
* Maintaining and update records related to addition and cancellation of health card holders as per request from the policy holder.
* Coordinates and co-operate with colleagues of the same department and other related departments for smooth running of Insurance operations.

**OTHER EXPERIENCE:**

* Worked as An Enumerator in Census (Statistics Centre). Part timer for 1 month.
* Worked as an Organizer at HME Models & Events.
* Worked as an Organizer part time at Vibes Events, in many concerts, FiFa World cup 2010 & F1 2010.
* Worked as a supervisor at Dunhill Company.
* Worked in Abu National Bank part time ( Ektitab).
* Worked as a Data entry at Ipsos Company.

**KEY SKILLS AND COMPETENCIES:**

* Strong organizational, administrative and analytical skills.
* Have knowledge about UAE labor law.
* Reporting.
* Presentation Preparation.
* Handling the cash.
* Attention to details.
* Fast learner.
* Well organized.
* Profession in sending emails
* Excellent spelling, proofreading and computer skills.
* Ability to maintain confidentiality.
* Excellent working knowledge of all Microsoft Office packages.
* Ability to produce consistently accurate work even whilst under pressure.
* Ability to multi task and manage conflicting demands.
* Valid Driving license.

**PERSONAL SKILLS:**

* Time management
* Proactive and assertive
* Flexible & approachable
* Both languages speaker: English & Arabic.
* Ability to move to another city or country.