RESUME

**MOHAMEED**

To work in an organization with a dynamic environment where I can perform my best, expanding my knowledge horizon to translate the mission and philosophy of the organization in to excellent realities.

**Strengths:**

* Equipped with interpersonal skills to evince professionalism in the administration sector.
* Highly people oriented and proactive team comrade.
* Self initiated with highly energy levels and focused towards successful completion of all the tasks undertaken.

**Current EMPLOYER:**

**COMPANY :**  lakshmana multispeciality hospital.

**DESIGNATION:**  **Insurance Co-ordinator**. (Since 2014)

**Responsibilities:**

* Responsible for tie-up with all the Insurance companies, TPAs and Corporate.
* Responsible for organizing Marketing activities and awareness programs to fellow employees.
* Ensuring hospital claim documents delivery within time limits.
* Follow up with TPA for payments.
* Handling a team with medical professionals for providing good and prompt service to insurance clients.
* Conducting camps to common public and corporate camp for employees.
* Take necessary steps to increase hospital bed occupancy.
* Maintain good relationship with surgeons and consultants.

**EXPERIENCE:**

**COMPANY :**  STAR Electricals. [Sub-Contractor].

**DESIGNATION :** Maintenance Engineer.

**PERIOD :** June 2010 (To) April 2011. (One year)

**Major Responsibilities includes in Project:**

* Make arrangements to receive required materials at site.
* Supervising the Power Cable laying works and makes connection with Electric motors and Control Panels.
* To Maintain Maintenance record for AC/DC Motors & Generator, HV/LV Cables & Panel Boards.
* Reporting to clients for submitting our monthly Invoices.

**EXPERIENCE:**

**COMPANY : STAAN BIO-MED ENGINEERING (P) LIMITED.**

**DESIGNATION :** Service Engineer.

**AREA :** Maharashtra. (All over).

**PERIOD :** July 2011 (To) Dec. 2013 **(Two and Half years)**.

**Responsibilities:**

* Keeping up to date on administrative responsibilities such as maintaining customer service logs and internal service records in a timely manner.
* Ordering and managing repair parts cycle times.
* Utilizing the escalation process, Resolve customer service delivery issues and conducting root cause analysis that will lead to effective problem solving.

**Implant TRAININGS:**

* MCNOLD Electrical Equipments Pvt Ltd.,
* BSNL.,
* ASSEFA Dairy Development Federation

**Software skills**:

* Ms-office (Word, Excel, PowerPoint).

**ACHIEVMENTS:**

* Good Organizing done in my College Symposium for EEE dept in P.T.R. College of Engg & Tech, Madurai.

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **UNIVERSITY** | **PERIOD OF STUDY** | **NAME OF INSTUTION** | **AGGREGATE** |
| **B.E[EEE]** | Anna University | 2007-10 | P.T.R College of Engg & Tech Madurai | 63.55% |
| **DIPLOMA[EEE]** | State Board | March 2007 | K.L.N Polytechnic College, Madurai | 73.3% |
| **SSLC** | State Board | Apr 2004 | P.K.N. Higher Secondary School,Thirumangalam | 80.4% |

**PERSONAL DETAILS:**

Date of Birth : 25th DEC 1988

Gender : Male

Nationality : Indian

Material Status : Married

Languages Known : Tamil, Hindi, English

**Job Seeker First Name / CV No: 1716282**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

