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| |  | | --- | | **Bijitha**  **Abu Dhabi, U.A.E.**  **Mobile:** +971502360357  **E - mail:** [bijitha.376707@2freemail.com](mailto:bijitha.376707@2freemail.com) | |  |

**OBJECTIVE**

Adaptable and meticulous professional seeking a career to demonstrate and enhance academic, volunteer and work experience in your esteemed organization.

**SKILLS**

Proficient in English, Hindi and Malayalam languages.

Studied Arabic up to 12th Grade and have fair working knowledge.

Trained in Esri ArcGIS 10.1

Proficient in Microsoft Office, Advanced Excel, Peachtree, ERP and ERP in Oracle.

Compiling details in Oracle for ADNOC Offshore optima card.

**WORK EXPERIENCE**

**Office Administrator in ADNOC Headquarters, Offshore Medical Aug ’16 – Dec ’17**

* Compiling monthly nursing reports for Offshore ADNOC Drilling (AD) clinics and submitting them to Quality Risk Management (QRM) personnel.
* Coordinating with employees and representatives in initiating, entering details and collection of ADNOC Offshore Optima Card via Oracle in timely manner.
* Gathering GIS (latitude and longitude) locations from AD clinics for GIS mapping. Also, created Offshore Esri GIS Map for a month.

Completing absence/emergency coverage for Onshore Medical Office Administrator whenever requested by:

* Compiling Onshore Patient Statistics monthly for Quality Department.
* Initiating in dispatching Leave Application.
* Gathering data for Monthly Task Force Meeting and related Minutes of Meeting.

Completing absence/emergency coverage for Emergency Preparedness Office Administrator whenever requested by following through the related tasks mentioned in the Handover and as instructed by Line Manager.

Completing absence/emergency coverage for Occupational Medicine Administrators whenever requested.

**Office Administrator in ADNOC, Occupational Health/ Medicine Nov ’15 - Aug ’16**

* Compiling Occupational Patient Statistics Dashboard daily for Quality Department.
* Initiating Occupational Fitness Walk-in and Appointments.
* Dispatching completed or pending Pre-employment and/or Periodic Medical Examination files to concerned departments.
* Compiling the back charge and forwarding them to Accounts Department monthly.

**Healthcare Infrastructure Solutions (HCIS) DMCC, Dubai**

**Accounts & Claims Officer Oct’13 – Aug’15**

* Executing basic bookkeeping tasks.
* Assisting in batch creation for medical billing services.
* Reviewing statement of accounts and physical batch of claims.
* Generating rigorous reports for the processing team in expediting unique invoices to be uploaded/ sent for payment to respective insurance company and/or third party administrator via Dubai Health (Authority’s) Post Office, DHPO.

**Palm Beach Atlantic University, West Palm Beach, Florida, U.S.A.**

**Secretary of Workship (Workship/Volunteering Office) Aug’12 - May ’13**

* Performing basic bookkeeping tasks in the Jenzabar program.
* Entering volunteering data into student accounts through an online Workship Portal Database.
* Collaborating with coordinator and student leadership team captain in developing, delegating and coaching student workers to exceed their potentials.
* Promoting and assisting departmental activities including annual nonprofit expo, weekend leadership retreat at Give Kids the World at Kissimmee, Florida, Martin Luther King day and it’s volunteering sites, Relay for Life by American Cancer Society, Spring Break Trip, weekly tutoring programs and weekend volunteering projects.
* Influencing and supervising the whole office to work as an efficient team during departmental head transitions.

**EDUCATION**

**Bachelor of Science in Accounting Jan’ 08-May’ 12**

**Palm Beach Atlantic University, West Palm Beach, Florida. U.S.A.**

**PERSONAL INFORMATION**

Marital Status: Married

Nationality : American

Date of Birth : 09 September 1987

License : Holding valid U.A.E. driving license.

**REFERENCES**

Available upon request.