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| --- | --- |
| James  Email Address: [james.380697@2freemail.com](mailto:james.380697@2freemail.com)    Location: Dubai, UAE. | C:\Users\Engr. Isah Isiaka Ib\Pictures\new passport.jpg |

**OBJECTIVES:**

Seeking a position as a facilities coordinator. Offering exceptional facilities management and claim assistance in a facility management or real estate company to the best of my ability thank you.

* **SUMMARY OF QUALIFICATIONS**  
  •Develop and execute guidelines for furnishings campus wide.
* Manage furniture inventory for new purchases, maintenance and repair of existing furniture.
* Develop project estimates for customers, provide cost, schedule and scope information for customer review and approval.
* Prepare monthly occupancy status report to management.
* Maintain and manage physical asset and storage site inventory

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**ACCOMPLISHMENTS**  
• Ensured owners receive their reimbursement form on time .  
• Take all approval before the MEP starts maintenance .  
• Send all relevant information to the owners association .

**PERFORMANCE PROFILE**

Highly enthusiastic, motivated and self-directed insurance professional having strong background in facilities management . Excellent speaking, listening and facilitating skills backed by a deep rooted interest in numeracy. Expertise includes:

• Excellent customer service   
• Demonstrated ability to maintain assessment records and site confidentiality

**PROFESSIONAL EXPERIENCE**

**EMRILL LLC. DUBAI,** January, 2013 till August 2017

Concierge / facility coordinator ( place community management )

* Assist Facility Management Team with tactical planning for the team’s goals and objectives
* Provide facility specific assistance to the project management team as needed or requested
* Manage and maintain small facility management tasks as assigned
* Coordinate special events in support of client or JLL
* Provide support for meetings and conference room reservations as needed and directed
* Assist with the coordination and scheduling of maintenance activities

**Psychiatry and therapy center DHCC** (uae)  
Insurance Coordinator - September 2017 - February 2018

• Assist patient with eligibility and benefit coverage questions   
• Practiced professional telephone etiquette and customer service while making claims  
• Coordinates with the insurance company for approval and reinsurance procedures   
• Coordinates with clinics for the approved   
• Knowledge of insurance protocols for requesting approval

**ADDITIONAL STRENGTHS**  
• CPR and First Aid (BLS)  
• Basic knowledge of computer MS office

**EDUCATION:**

* **Diploma** in dental assistant – Gulf medical university Ajman (uae) (2014 - 2015)
* **Certificate in medical insurance billing** – Gulf medical university Ajman (uae)
* **WEST AFRICA SENIOR SCHOOL CERTIFICATE EXAMINATION** - Nigeria (2004 - 2010) –Attested

COMPUTER PROFICIENCY

* MS Office, Excel and Outlook.

**PERSONAL DETAILS**

Date of Birth : April 19, 1991

Nationality : Nigerian

Visa Status : Employment

Marital Status : Single

Language Known : English