**CURRICULUM VITAE MERAJ**

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**Current Location:Abu Dhabi**

**CAREER OBJECTIVE:**

A highly accomplished, talented and professional Healthcare Administrator/Operations with 4 years of diverse experience in the Hospital and Clinical Sector. Now looking for an opportunity to secure the position of Customer Service/Senior Cashier/Insurance coordinator to utilize my skills and proficiency in a renowned organization. Plan to learn everything in the field of Administration and willing achieve higher position in order to gain Experience.

**PROFESSIONAL STRENGTHS:**

* Familiar with medical terminology and clinical procedures.
* Familiar with different medical insurance Companies and knowledge of relevant policies and processes
* Possesses excellent oral and communication skills
* Expertise in handling customers inquiries and companies and supervise various functions
* Able to work independently and under pressure
* Possesses good analytical and organizational skills
* Possesses good management and leadership skills

**CAREER ACHIEVEMENT:**

Was promoted as Clinic Manager (In charge) from the position of hospital cashier while working in Dubai Hospital (**CEDARS JEBEL INTERNATIONAL HOSPITAL)**

**DETAILED SUMMARY OF WORK EXPERIENCE:**

**DESIGNATION: ACCOUNTANT (February 2018 - December 2019)**

**JOB RESPONSIBILITIES:**

* Daily cash collection and banking, weekly bank reconciliation.
* Daily maintaining cash ledger
* Preparing weekly debtor & monthly printing statement of Accounts.
* Debtor Reconciliation.
* Collection of outstanding dues from credit and cash customers.
* Preparing invoice and sales delivery orders.
* Daily, weekly and Monthly sales report, submitting to the management**.**

**CEDARS JEBEL ALI INTERNATIONAL HOSPITAL,JEBEL ALI,(U.A.E)**

**Designation: Cashier/Customer service executive/Insurance Coordinator (June2013 - Nov2017)**

**JOB RESPONSIBILITIES:**

* Receives cash payments and issue invoices to the customers.
* Prepare and checks all invoices, makes printouts for each patient and discusses with the doctor if needed.
* Files and maintain records of the invoices for the different companies.
* Orient new staff/nurses on payment and cash procedures.
* Handover cash to the supervisor after completing the shift.
* Sends credit card batches on a weekly basis to the Finance department.
* Keeping clinics running smoothly with high-quality patient care.
* Ensure complete registration procedures including the documents and identification required from patients as per the protocol.
* Maintain proper security of cash all the time.
* Balance cash funds and prepare cash account summaries.

Giving accurate answers and information to clients’ queries.

* Generate timely accurate bills, receipts and refunds.
* Review and verifies patient coverage of insurance, compute charges and communicates to patient the payable amount.
* Admitting and discharging patients who undergo surgery, managing room bookings and communicating with staffs.
* Prepare and submit the daily cash report.
* Responsible to update the Clinicare system and to make sure the system is constantly up-to-date.
* Follow up and coordinate with other departments if necessary.
* Perform miscellaneous job-related duties as assigned.

**Designation: Front Office Executive ( May 2009 - Jan2010)**

**PENTASYS COMPUTER CENTRE,OMKAR BUILDING,CHANDI CHHAK, CUTTACK, (ODISHA)**

**JOB RSPONSIBILITIES:**

* Handling incoming calls
* Greet everyone who comes in the front door
* Register the students and collect the required course fees
* Handling the incoming inquiries
* Maintain the daily login register
* Maintain the cleanliness in the reception area.
* Perform multitasking works etc.

**Designation: Office Assistant ( July2007 - July 2008)**

**GOODWILL ENTERPRISES, PRAKASH BHAWAN, COLLEGE SQUARE, CUTTACK.**

**JOB RESPONIBILITIES:**

* Handling incoming calls and inquiries
* Greet everyone who comes in the office
* Maintain the daily login register, party payment register, staff register etc.
* Check and update the product inventory in computer system.
* Prepare daily dispatch of required orders for suppliers and C& F.
* Doing all the bank transactions
* Maintain good working enviournment and culture inside the office premises.
* Checking the daily resources to be for the day such as challen book, Money receipt book, letterhead, pen, marker, highlighter etc.

**DESIGNATION: FRONT OFFICE EXECUTIVE**(**MARCH 2004 - May 2007**)

**NEELACHAL INSTITUTE OF MEDICAL SCIENCES, O.C.H.C COMPLEX, JANPATH, BHUBANESHWAR**

* Handling incoming calls
* Greet everyone who comes in the front door
* Register the students and collect the required course fees
* Handling the incoming inquiries
* Maintain the daily login register
* Maintain the cleanliness in the reception area.
* Perform multitasking works.
* Perform counseling for the Students
* Assists in the training and cross-training of employees
* Prepare monthly report
* Direct calls to directors rooms through switchboard/PABXsystem

**EDUCATION & CERTIFICATION**

* **M.B.A (Masters In Business Administration)-2015-Dr.C.V. Raman University, Bilaspur.India.**
* **B.C.A (Bachelors in Computer Application)-(2013) – Dr .C.V Raman University, Bilaspur, India.**

**PERSONAL DETAILS**

* Date of Birth : 02/01/1981
* Gender : Male
* Nationality : Indian
* Marital status : Single
* Language Known : English, Hindi, Oriya and Urdu.

DECLARATION

I do here by declare that the above mentioned statements furnished by me are true to the best of my knowledge and belief.