



# BHARAT

Accounts Receivables | Document Controller

Healthcare Management | Human Resource Administration

## My Contact

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📍 Visit Visa - Expiry: March 18, 2024



## Education Background

### ● University of Karachi (PK)

**Bachelors of Commerce**

Completed in 2015

## Achievements



- **Inaugural Document Controller for Arthur Lawrence**
- **26th BIPC Successful Execution**
- **Promotion in Healthcare**

## Certifications

### ● Alison (Ireland)

**Accounts Receivable Management**

February 2024

### ● Udemy (US)

**Office Administration & Management**

December 2023

### ● Udemy (US)

**Best Practices in Document Management**

December 2023

### ● Liaquat National Hospital

**Writing Skills for Comm. in English - M2**

December 2021

### ● Liaquat National Hospital

**Writing Skills for Comm. in English - M1**

March 2021

### ● Liaquat National Hospital

**Basic Comm. Skills Training**

August 2018

## About Me

With over a decade of dynamic and versatile professional background, I offer a unique blend of expertise for the diversified industries like Sports, Retail, Real State, Healthcare, Pharmaceutical and IT. My journey reflects a steadfast commitment to excellence, showcasing skills in corporate administration, document management, operations, accounting, secretarial work, healthcare management, strategic planning and cross-functional collaboration.

I excel in multinational & local organizations' records management, accounts receivables, collections, billing, and orchestrating large-scale events with seamless coordination and execution. My career trajectory attests to my adaptability, resilience, and passion for driving innovation across multiple sectors, fostering a track record of achievements and a commitment to delivering value in every professional endeavor.

## Professional Experience

### Arthur Lawrence

Nov 2022 – Present



ALM / ALFAS / PH (Texas US) | AL UAE | AL MEA | AL MX

Designation - **Document Controller**

Key responsibilities:

- Pioneered document control as Arthur Lawrence's first document controller.
- Making policies and formats. Designing and improving processes.
- Oversee and maintain all documents' lifecycles for AL global operations.
- Organize, update, and maintain project documents.
- Maintain Group HR Record. Ensure document accuracy, completeness, and integrity.
- Established and managed a systematic filing system for HR & Finance Department.
- Coordinate with global teams, clients, and stakeholders.
- Track document revisions, changes, and approvals. Generate transmittals, logs, and reports. Maintain the confidentiality of sensitive information at all levels. Support quality assurance processes by maintaining quality documentation.
- Assist in internal and external audits by providing the necessary documents. Coordinate document needs, revisions, and approvals among project teams and stakeholders. Managed HR Employee records.
- Expedite review and approval processes for supplier and internally produced documents and agreements for corporate finance and HR department. Accessing diverse portals for extracting required contractors' details document. Bill clients in the UAE and US monthly as per agreed terms in SOWs, SLAs, and MSAs. Generating invoices, investigating billing issues, and resolving discrepancies. Creating a summary of the US compliance document and update tracker sheet. Any other task assigned by the director.

### Pakistan Paediatric Association

Sept 2022 – July 2023

Designation - **Executive Officer (Administration | Coordination | Documentation)**

Key responsibilities:

- Organizing events for Pediatricians: conferences, workshops, seminars, webinars, and virtual gatherings (Global).
- Mainly executed; 26th Biennial International Pediatric Conference.
- Managed and maintained all the documentation since PPA's inception.
- Managing lodging and travel logistics for foreign speakers and delegates.
- Head office coordination and assisting with special projects.
- Purchasing and maintaining office supplies, equipment and overall inventory.

### Hilton Pharma (Pvt.) Ltd.

Mar 2022 – Aug 2022

Designation - **Executive Secretary (Group MD Secretariat)**

Key responsibilities:

- Organizing and maintaining principals' correspondence and overall documentation.
- Managing multiple calendars and appointments.
- Taking minutes and proactively following up on pending matters.





## Hard Skills

- QuickBooks Online (Intuit)
- PayPal
- Aconex (Oracle)
- ERP (Oracle)
- Fieldglass (SAP)
- Canva
- Remittance Portals (Guidant Global)
- Data Mining
- Microsoft Office; Word | Excel | PowerPoint
- Microsoft SharePoint
- Microsoft OneDrive
- Google Drive
- Dropbox
- Nitro Pro
- Microsoft Outlook
- Microsoft Teams
- Calendar (Outlook & Google)

## Soft Skills

- Highly Detail Oriented
- Multi-Tasking
- Time Management
- Composure
- Data Analysis
- Problem solving
- Discretion
- Adaptability
- Teamwork and Collaboration

## Languages

- English
- Hindi
- Urdu
- Marathi

## Personal Info

DOB: 16th June 1993

Hilton Pharma (Pvt.) Ltd. - Continued

- Coordination with regional teams and HODs.
- Prioritizing and handling multiple assignments.
- Managing expense reports and coordinating travel.
- Responding promptly to urgent situations.
- Maintaining confidential documentation.
- Working closely with departmental teams to provide support.

### Liaquat National Hospital & Medical College

Mar 2014 – Mar 2022

Designation - **Secretary II (Dental & Maxillofacial Surgery)**

Mar 2014- May 2018



Designation - **Secretary I (Dental & Maxillofacial Surgery)**

June 2018- Mar 2022

Key responsibilities:

- Delivering high-quality customer service to patients.
- Managing OPD's business via patients' statements and procedure reports.
- Addressing and resolving administrative issues.
- To prepare patients summary, procedure note, discharge summary & medical certificate. Ensuring spelling and grammar errors are minimized.
- Verifying insurance coverages, managing billing, educating patients, processes claims, liaises with insurers, ensures compliance, maintains records, and coordinates with the healthcare team
- Arranging documents for doctors and managing patients' records.
- Collaborate with Dentist & patients for effective delivery of medical services.
- Vendor management. Stock Management. Coordination for earliest delivery.
- Analyzing stores needs and overseeing building renovations or refurbishments.
- Coordination with the Medical College for internships.
- Email and official correspondence.
- Provide administrative support to the hospital management.
- Arranging departmental events.
- Ensure department's smooth operations.

### SAZAYS Enterprises LTD

Feb 2011 – Feb 2014

Officially Nando's Retail Business in Pakistan Local Markets.

Designation - **Secretary to Special Assistant (Chairman's Secretariat)**

Key responsibilities:

- Answering phone calls.
- Email correspondence.
- Banking correspondence.
- Sending and receiving couriers.
- Keeping filing up to date.
- Arranging and managing property documentation.
- Handling various tasks assigned by the Special Assistant.

### Arif Hussain Shaheed Academy

Aug 2009 – Jan 2011

(Operated by CDGK was leased by M/s. Sports Worldwide Marketing & Management (Pvt.) Ltd. on an agreement for 3 years to provide a sports platform for students)

Designation - **Admin Officer**

Key responsibilities:

- Managing ground bookings.
- Data entry (student records).
- Handling Banks' Correspondence.
- Arranging tournaments in association with different schools.
- Maintaining academy accounts.
- Responsible for maintenance of the ground.
- Overall coordination
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