



Position: Office Admin and Coordinator

MUHAMMED BASHEER.V.C

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Career Objective

Looking for a challenging position in a well-known organization where I can contribute my experience and show the required skills for the job of billing clerk.

Career Summary

- Collecting account and billing processing information from the clients.
- Managing and supervising office activities.
- Coordinating with team members and prioritizing the work.
- Resolving disputes in billing and solving customer complaints.

Computer Skills

- Good knowledge in MS Office.
- Good typing skills
 - Handled office equipment's, Scanner, Xerox Machine and Fax Machine

Summary of Skills

- listening, communication and interpersonal skills.
- Remarkable customer service skills with multi-tasking abilities.
- Capable of answering customers' queries relating to billing issues.
- Skilled in performing routine office duties.
- Ability Excellent to draft reminders about payment due.
- Familiarity with insurance, utility and credit environments.
- Highly organized and can perform independently as well as in a team environment.
- Excellent follow-through and follow-up skills.

Professional Experience

- **Presently working as insurance billing Coordinator at New Jeddah Clinic Hospital Jeddah.**
- **2017-2022 Working as office coordinator at FMD and Fire Safety department in JEDHA CLINIC HOSPITAL ALKANDRHA**
- **2015-2016: Insurance Department at Royal commission hospital in YANBU, KSA.**
 - Monitoring and processing of medical Claims
 - Provided services to the customers and researched about the client's needs.
 - Planned and maintained the schedule.
 - Billing processing of the client request.

2010-2014: Office Secretary at Hanwa Water Company in YANBU, KSA.

- Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports
- Maintained office scheduling and event calendars.
- Set up and handled incoming mail and office filing systems.
- Collected and coordinated the flow of internal and external information.

Educational Qualification

- S.H.S.S HIGH SCHOOL KERAL, INDIA(SSLC)
- N.S.S. COLLEGE MANJERI, KERLA, INDIA (**BSc Mathematics**’, CALICUT UNIVERSITY

Key Skills and Strengths

- Good working and energetic.
- Good overall knowledge of the work in hand.
- Punctual and Quick learner

Personal Details

- **Date of Birth: 4th April 1981**
- **Language Known; English, Arabic, Hindi, Malayalam**
- **Nationality: Indian**
- **Passport Number: P 2969805**
- **Iqama Number:2567645201**

Personal Strengths

- Excellent Communication
- Skill Leadership and Team Leadership Quality.
- Responsible and Punctual
- Confident and Pleasant Personality
- Dedicated to Work
- Ability to handle Task

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

MUHAMMED BASHEER.V.C