



ASWIN CIRIL

Admin/Accounts Asst

CONTACT INFO

Mob : +971 545038244
Location : Al Karama, Dubai
Email : aswinwin707@gmail

PERSONAL DETAILS

Visa Status : Visit visa
Gender : Male
Marital Status : Single
Nationality : Indian
PASSPORT : U4114690

EDUCATION

B.E Computer Science and Engineering.
Stella Mary's college of Engineering – India with 7.1 CGPA (2016 – 2020)

SOFTWARE SKILLS

- Business Management
- MS -Excel, Outlook, Word.
- QuickBooks Accounting
- Canva
- Digital Marketing
- FB Business Manager
- Generate Financial Reports

PROFILE SUMMARY:

Highly dynamic Admin Executive with 2+ years of experience in Dubai UAE, managing the day-to-day administrative operations planning and supervising all services including budgeting and updating records.

PROFESSIONAL EXPERIENCE:

Job Role : Admin Cum Accounts Assistant
Organization Name : GSM Medical Center L.L.C
Location : Satwa branch, Dubai.
Duration : May 2022 to June 2023

Job Role : Insurance Coordinator
Organization Name : GSM Medical Center L.L.C
Location : Emirates tower branch, Dubai.
Duration : Dec 2021 to April 2022

Job Role : Logistics and Operations Coordinator
Organization Name : GSM Medical Center L.L.C
Location : DIP branch, Dubai.
Duration : March 2021 to November 2021

PROFESSIONAL SKILLS:

- Coordinate and manage the day-to-day operations, including office administration, records management, and reporting.
- Prepare and manage budgets and financial reports, including tracking expenses and managing invoices and payment.
- Supervise and mentor administrative staff, and provide guidance.
- Discover profitable suppliers and initiate business, approve the ordering of necessary goods and services.

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

- Track and report procurement process to reduce expenses.
- Ensure functionality of necessary office equipment and requisitioning new equipment and supplies.
- Receiving and processing communications channels, including email, phone, and physical mail.
- Maintain digital and physical financial records, review and file staff payroll documents.
- Coordinate and monitor supply chain operations ensure the products are available at the correct time.
- Track stocks and office supplies to identify shortages and orders when necessary.
- Working with team leaders, managers, and department heads to learn department needs and goals.
- Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success.
- Up to date with the latest trends and best practices in marketing.
- Measure and report on the performance of marketing campaigns.
- Build sustainable relationships and trust with customer, Handle customer complaints provide appropriate solutions and alternatives within the time limits.
- Communicate with clients and evaluate their needs.
- Organizing workflow and ensuring that employees understand their duties or tasks.
- Understand current market trends, Research new innovative ways to improve the business model through technology and resources.

WORK EXPERIENCE:

- Develop work schedules for staff and physicians.
- Assigning the nurses duties for weekly and monthly basis and managing the duty timings depends up on the workforce.
- Communicate with doctors and nurses for smooth work flow.
- Daily Petty cash Handling, sales and expense monitoring in the day end prepare and submit the report to the manager.
- Arranging monthly meeting with medical and dental laboratories.
- Communicate with insurance coordinator for daily insurance preapproval and claim status.
- As I have worked as insurance coordinator have depth knowledge in insurance claim life cycle (outpatient& dental).
- As an insurance coordinator I have work with many leading insurance providers in UAE e.g., NAS, NURON, MEDNET, OMAN, AXA and NEXTCARE etc.
- I have numerous work knowledge with different laboratories that tie up with our organization e.g., MINERVA, YDL, THYROCARE, MEDSOL and AL SHAMIL DENTAL LAB.
- I have knowledge in DHA eClaimLink services such as eAuthorization system for preapproval and claims. eRx.Clinician system for physicians use.
- Review and confirm payroll related calculations including attendance report.
- Maintained Daybook, Sales, Purchase & Stock Registers.
- Communicate with physician and nurses to keep maintain the medical stock.
- Managing and helping to the overall logistic work including home health care services.

DECLARATION:

I hereby solemnly declare that the information furnished above is true to the best of my knowledge and belief.