

ABRAAR HAJA MOHIDHEEN A.N



CONTACT

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SKILLS

C++	<div><div></div><div></div><div></div><div></div><div></div></div>
HTML	<div><div></div><div></div><div></div><div></div><div></div></div>
PHP	<div><div></div><div></div><div></div><div></div><div></div></div>
Photoshop	<div><div></div><div></div><div></div><div></div><div></div></div>
MY SQL	<div><div></div><div></div><div></div><div></div><div></div></div>

LANGUAGES

English	<div><div></div><div></div><div></div><div></div><div></div></div>
Tamil	<div><div></div><div></div><div></div><div></div><div></div></div>
Malayalam	<div><div></div><div></div><div></div><div></div><div></div></div>

CAREER OBJECTIVE

To grow with the company where I can effectively contribute my software skills as professional

EDUCATIONAL QUALIFICATIONS

- Bachelor of Computer Applications(BCA),
From Jamal Mohamed College ,Trichy with
an aggregate of 76%
- SSLC,HSC from Oxford matric Higher
Secondary School ,Koothanallur with 74%

WORK EXPERIENCE


Aster DM Healthcare Dubai


Customer Service Executive


(2021 October- Till date)

- Welcome all patients and visitors by greeting them in a pleasant, professional manner.
- To handle all internal and external telephone calls with courtesy and promptness.
- To schedule and coordinate appointments of all doctors in the respective counter.
- To complete billing procedure insurance formalities and taking the approval for the test and procedure.
- Solve the patient queries over email, phone and in person.
- Preparing Shift end and Cashiers Report.
- Handling cash.
- Monitor and respond to incoming messages from care team inboxes in collaboration with nurses.
- Maintain daily operations of the office by following standard policies and procedures.

ADVANCED SKILLS

PageMaker 

Microsoft Office 

Document Handling 

INTEREST

- Playing football
- Surfing internet

PERSONAL SKILLS

- Confident
- Team player
- Analytical
- Good speaking Skills
- Reasoning Ability

REFERENCES

Provided upon request

PERSONAL PROFILE

Qualifications : BCA

Father's Name : NOOR MOHAMED

Date Of Birth : 01.07.2001

Nationality : INDIAN

Religion : ISLAM

Passport No : T4594263

Driving License No : 4396042

DECLARATION

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

(ABRAAR HAJA MOHIDHEEN A.N)