



ABDUL BASITH T K

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About Me

A young yet excited professional who's looking forward for a new role at reputable companies, combining my passion for typing, front office along with technical skills with 7 years of experience providing comprehensive support to executive teams and office operations. Strong organisational skills coupled with excellent communication abilities to coordinate office activities and facilitate smooth workflow. I am confident in my ability to bring a unique perspective with new teams.

Education

NCVT, Govt. of India
Certificate course in Arabic typing
2016

Sree Sankaracharya Computer Centre
Certificate course in Microsoft Excel
2015

Bharathiar University
Bachelor of business administration
2013

Skills

- Office suite software
- Communication skill
- Telephone etiquette
- Multitasking
- Basic Accounting and book keeping
- Customer service
- Office management
- Provide clear and concise information

Passport details

Passport number: W8534283
Date of expiry: 16/01/2033

Experience

Front office executive

LLH Hospital-Burjeel Holdings, Abudhabi, UAE, 2021-2023

Key responsibilities:

- Managed front desk activities, including overseeing billing, customer service, and insurance operations to ensure seamless patient care and service delivery.
- Conducted comprehensive staff training on billing protocols, insurance eligibility, and patient handling, resulting in improved service quality and accuracy.
- Coordinated with insurance coders to maximize approval rates, reducing claim rejections.
- Generated and analysed monthly operational KPIs and patient progression reports, providing actionable insights to senior management.
- Managed weekly employee rosters and ensured adequate staffing to handle emergency cases effectively.
- Handled patient complaints and grievances with a focus on swift resolution and patient satisfaction.
- Maintained collaboration with external clinics and managed affiliate relationships.
- Played a key role in hospital-wide events, including medical camps, enhancing community engagement.
- Reviewed and cleared rejections from the accrual reports shared by the Finance Team, avoiding revenue loss.

Administrative assistant

Elkay General Trading, Abudhabi, UAE, 2017 - 2019

Key responsibilities:

Supported office operations by managing correspondence, monthly invoice preparations, quotation preparing for client, client's payment collection, monitoring, coordinating meetings and events, and handling office supply inventory. Assisted in preparing reports and presentations. Responded to customer inquiries and resolved issues. Developed strong multitasking and organizational skills.

Typing officer

Topspeed typing, Dubai, UAE, 2016 - 2017

Key responsibilities:

Managed typing activities, including Arabic typing, emirates ID typing, medical typing. Assisted with typing tasks, such as document clearing or controlling, filing, and document preparation. Collaborated with team members to ensure smooth office operations.

Languages

- English (full professional proficiency)
- Malayalam (Native proficiency)
- Arabic (professional proficiency)
- Hindi (professional proficiency)
- Tamil (elementary proficiency)

UAE driving licence details

Driving License number: 2789024

Traffic Code No: 6170020501

Issue Date: 03/07/2022

Issue Place: Abu Dhabi

Date of Expiry: 09/03/2030

Declaration

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the particulars.