



MOHAMMAD SAHIL K S

ADMINISTRATIVE ASSISTANT /
BILLING COODINATOR

CONTACT

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+971 58 169 5053

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mhdsahilks@gmail.com

Address
Zumurud, Al Barsha 1, Dubai

PASSPORT INFO

- Passport number**
P5258444
- Expiry Date**
18/12/2026
- Visa status**
Employment Visa

EDUCATION

2017-2020
**Bachelor Of Commerce,
Finance**
University of Calicut

2016 - 2017
**Diploma in Airport
Management**
Annamalai University

LANGUAGE

- English
- Hindi
- Malayalam
- Tamil

PROFILE INFO

Enthusiastic and professional. Experienced administrative assistant with training in a wide range of office administration tasks. Able to work under pressure and collaborate with a team. Successful record of fielding phone calls, providing information to clients and acting as liaison between departments.

WORK EXPERIENCE

Administrative Assistant/ Billing Coordinator
Lifenity International Advanced Poly Clinic, Dubai, UAE
March 2022- Present

- Drafted executive summaries, emails, documents, and presentations to provide high level support to management.
- Created monthly clinic reports to facilitate internal communications.
- Acted as a liaison between clinic staff and customers for excellent customer service skills.
- Used a spreadsheet program to update and maintain a variety of medical documents and administrative records.
- Compiled information and data from a 30+ member staff in order to prepare reports.
- Oversees the entire Front Office operation to maintain high standards.
- Evaluates levels of Guest satisfaction and monitors trends, with a focus on continuous improvement.

Assistant Accountant
PR Wilson Associates
August 2020- January 2022

- Manage tax filling.
- Managing sales and purchase accounts.
- Managing petty cash.
- Coordinating with sales team with reports.
- Preparation of Profit & Loss Account.

MY SKILLS & EXPERTISE

Communication	Organization
Database Management.	Microsoft Office
Problem Solving	customer service

MY REFERENCE

Dr. Greeshma Gireesh
Medical director, Lifenity
International clinic, Dubai
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