

Mohamed Faisal

Accounts Assistant / Admin Assistant / Procurement Assistant

Abu Hail, Dubai

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Seeing For An Entry-Level Position In A Growing Financial Organization. Passionate About Learning Business Concepts And Possess The Ability To Handle Work Pressure And Customer Issues Professionally. Bringing Excellent Verbal And Written Communication Skills And Strong Knowledge In Microsoft Excel, Windows, Payroll, Account Management, Human Resources.

Willing to relocate: Anywhere

Personal Details

Date Of Birth: 2002-04-09

Nationality: Indian

Visa Type: Visit Visa Upto JULY 2023

PP Expiry: Jun 2023

Work Experience

AR Associate

Omega Healthcare Management Services - Tiruchchirappalli, Tamil Nadu
September 2022 To December 2022

- Client - Athena (Customer Support Behalf For Providers)
 1. Initiate Telephone Calls To Insurance Companies Requesting Status Of Claims For The Outstanding Balances On Patient Accounts And Taking Appropriate Actions.
 2. Manage A/R Accounts By Ensuring Accurate And Timely Follow-Up.
 3. Review The Claim Allocated And Check Status By Calling The Payer Or Through IVR /Web Portal. Ask A Series Of Relevant Questions Depending On The Issue With The Claim And Record The Responses
 4. Inputted And Submitted Client Information To Facilitate Speedy Processing Of Paperwork.

Education

Bachelor Of Commerce

Jamal Mohamed College - Tiruchchirappalli, Tamil Nadu
June 2019 To July 2022

HSC In Commerce

Bharathi Matric Hr Sec School - Tiruchchirappalli, Tamil Nadu
June 2017 To April 2019

SSLC In General

National College Hr Sec School - Tiruchchirappalli, Tamil Nadu
June 2016 to April 2017

Skills

- Microsoft Office
- English Typing
- Accounting
- Microsoft Excel
- Microsoft Windows
- Microsoft Outlook
- Communication
- Accounts Management
- Time Management
- Accounts Payable and Receivable
- Payroll
- Invoicing
- Budget
- Bookkeeping
- Administration
- Management
- Logistics
- Import and Export Procedure
- Customer Satisfaction
- Travel Arrangements
- HR Onboarding (Less than 1 year)

Languages

- English - Expert
- Tamil - Native
- Hindi - Intermediate
- Arabic - Beginner

Personal Information

Name: Mohamed Faisal

DOB: 09-Apr-2002

Nationality: Indian

Visa Type: Visit Visa Upto July 2023

PP Expiry: Jun 2023

Declaration

I Hereby Declare That The Information Furnished Above Is True To The Best Of My Knowledge. I Assure You That I'll Be Worthwhile To Fulfill Your Requirements To Your Satisfaction

~ **Mohamed Faisal**