



Muhammed Safwan Saleem

Admin / Receptionist / Front Desk Officer

A smart working Admin Coordinator who performs and delegates all the multiple duties in respectful and professional manner.

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📍 Abu Dhabi - United Arab Emirates

🌐 [linkedin.com/in/muhammed-safwansaleem](https://www.linkedin.com/in/muhammed-safwansaleem)

WORK EXPERIENCE

SOMERIAN HEALTH, ABU DHABI, UAE (Pure Health)

Admin Coordinator (Jan 2021 - JAN 2024)

- ✓ Worked as an Admin, Receptionist and Front desk officer
- ✓ Manage emails, phone calls, letters, and other forms of correspondence
- ✓ Operation & Coordination to sending Emergency Transfers and Daily Appointments
- ✓ Perform duties of handling Patient /Telephone/Cash/Backoffice work as specified in the duty roaster.
- ✓ Provides information to assist patients or refer them to appropriate contact, either in the organization or elsewhere.
- ✓ Providing overall administration support & create and update records for Emergency Transfers/Daily appointments
- ✓ Develops and maintains the feedback/complaint procedure for customers to use and receive redressed.
- ✓ Supports clinic operations by maintaining clinic systems and supervising staff
- ✓ Answer queries from doctors, nurses and patients
- ✓ Using of Insta, Akhil System and Care Data Software

INDUS MOTORS, KERALA, INDIA

SALES EXECUTIVE (Oct 2019 - Nov 2020)

- ✓ Conducting market research to identify selling possibilities and evaluate customer needs.
- ✓ Actively seeking out new sales opportunities through cold calling, networking and social media.
- ✓ Setting up meetings with potential clients and listening to their wishes and concerns.
- ✓ Collaborate with team members to achieve better results.
- ✓ Gather feedback from customers or prospects and share with internal teams.
- ✓ Set up meetings with potential clients and listen to their wishes and concerns.

EDUCATION

Bachelor of Engineering (2014-2018)

Kannur University

Qa/Qc Eng (2018 - 2019)- penetrant testing, magnetic particle testing, radiographic film interpretation, ultrasonic testing

Nilambur Calicut

SKILLS

Self-motivation Integrity Teamworking ability
Communication and interpersonal skills Leadership
A methodical approach and problem-solving skills
Ability to work under pressure Time management
Creativity and pro active Decision making Patients

COMPUTER SKILLS

Tally	MS Office
Insta	Akhil system
Peachtree	Care data
Quick Books	Quantlase Lab
Sanimed	Infi Soware

ACHIEVEMENTS

- *Driving License Manual (UAE)*
- *Covid-19 Front Liner in UAE*

LANGUAGES

ENGLISH

Full Professional Proficiency

HINDI

Professional WorkingProficiency

MALAYALAM

Native or Bilingual Proficiency

ARABIC

Professional WorkingProficiency

INTERESTS

Learning new skills Photography
Travelling Computer Activities
Driving Listening Music

REFERENCE

Somerian Health: Dr. Ashiq Mohammed (Head of hospital operation)

Mail: dr.ashiq@somerianhealth.com

Phone: +971544239617

INDUS MOTORS0 FAYAROOS (Managing Director)

Phone: +919656968524