

MOHAMMED NIHAL M

Front Office Executive



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BUR DUBAI



Career Objective

To obtain an front office executive where i will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career

Professional Skills

- Schedule patient appointments
- Maintaining patient records
- Collecting payment
- Record incoming messages of doctors
- Maintaining information confidentiality at all times
- Register patients according to established protocols
- Assisting patients in filling medical forms
- Bookkeeping and issuing invoices
- Handling administrative tasks

Educational Qualification

B.com Cooperation - University of Calicut (2019-2022)

Plus Two - HSE Board of Kerala (2017-2019)

SSLC - Board of Public Education, Gov. Kerala (2016-2017)

Work Experience

PONNANI CULTURAL WORLD FOUNDATION

FRONT OFFICE EXECUTIVE

JAN 2023 - 2024

PONNANI

Personal Details

Nationality : Indian

Marital Status : Single

Date of Birth : 30-07-2001

Passport Details

Passport Number : X6480855

Expiry Date : 12/03/2033

Nationality : Indian

Visa status : Visit

Technical Skills

Microsoft Office

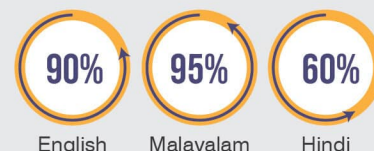
SAP

Quick Books

Tally Prime

Common Softwares

Linguistic Skills



Passionate

Travelling

Reading

Music

Built relationship