



SHADMAN

Profile:

I am an enthusiastic, self-motivated, reliable, and hardworking individual, with a mature outlook and adaptability to handle challenging situations effectively.

My goal is to secure a position in a reputable organization that offers opportunities to learn new technologies and skills, develop innovative solutions that meet business and client needs, and fosters personal and professional growth. I am eager to contribute my skills, determination, and strong work ethic to make a meaningful impact while advancing my career.

Contact:

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UAE: +971505065134

Email:

shadmaan7@gmail.com

Hobbies:

Driving, Sporting Trekking, Travelling

WORK EXPERIENCE:

- ❖ Worked in Tranzcom business solutions from 2015 to 2016
- ❖ Worked in Sys Information Health Care from 2017 to 2018 (6 Months)
- ❖ Worked in Decipher Health Care Records LLP Company from March 2018 to Feb 2021
- ❖ Worked in Thumbay Medical and Dental Specialty Hospital Sharjah, UAE from Feb 2021 to June 2021
- ❖ Worked in Starmark Software Pvt Ltd from Sep 2021 to May 2022

Previous Role:

Worked as Guest Service Officer at Thumbay Medical and Dental Specialty Hospital Sharjah, UAE.

Responsibilities:

- ❖ Interacting with Patients
- ❖ Guiding the Patients
- ❖ Assistance the Patients
- ❖ Taking Appointments
- ❖ Checking the Eligibility of the Patients
- ❖ Coordinating with Insurance Company
- ❖ Follow up with Various Teams for closure of the case
- ❖ Maintaining and handling the cash and billing system
- ❖ Taking Insurance approval for Patient's test, consultation and Treatment

Previous Experience in Decipher, Sys Information, Tranzcom Company:

Responsibilities:

- ❖ Classifying and prioritizing the US data and taking the complete Ownership of the Reports.
- ❖ Maintaining the weekly/month/yearly data
- ❖ Gather the information and keeping the track of it
- ❖ Representing the reports as and when necessary
- ❖ Maintain the necessary and agreed communications and escalation paths to ensure Customer are kept informed of major change activity or issues.
- ❖ Facilitate Online meetings with the client to get on a common pool.
- ❖ Interacting with vendors for seeking necessary information and update
- ❖ Follow up with clients until the closure of report

Academic Qualification

Pre- University College – 12th

UNIVERSITY/BOARD	NAME OF INSTITUTION
Karnataka Education Board	PHILOMENAS PRE-UNIVERSITY

Secondary School Leaving Certificate Education - 10th

UNIVERSITY/BOARD	NAME OF INSTITUTION
Karnataka Education Board	FAROOQIA BOYS HIGH SCHOOL

Technical Skills:

- 1. Microsoft Office
- 2. Hardware
- 3. Software

Personal Details:

Father's Name: ^{LATE} ASLAM PASHA

Date of Birth: 20|04|1995

Gender: Male

Passport Validity: 10 Years (2034)

Golden Visa Validity: 10 Years (2034)

Languages: English, Hindi,
Kannada and Urdu

International Driving License:
Expiry 2026

ACHIEVEMENTS

- ❖ Received buddy star award
- ❖ Received customer satisfaction award

CERTIFICATIONS

- ❖ Microsoft Excel
- ❖ Microsoft PPT
- ❖ Microsoft Word