



MOHAMMED SAJID MA

*Healthcare Administrator, Accountant, Purchase Executive,
Insurance Coordinator & Manager*

PERSONAL DETAILS

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Address UAE
Nationality Indian
D.O.B 20th January 1990
Marital Status Married
Passport No V7747255
Expiry Date 11/06/2031

KEY SKILLS

Financial Reporting

Healthcare

Inventory Control

Customer Service Management

Financial Statements

General Ledger

Multitasker

Human Resource Management

Clinical Pharmacy

Payroll Management

Reconciliation

Purchase Management

Faculty

Insurance Management

CAREER OBJECTIVE

I am a diligent, assertive, self-motivated, and resourceful individual looking for a challenging role to utilize my MBA qualification in the area of finance and marketing with a reputed company to effectively work in a professional environment and demonstrate work ethic and commitment, applying theoretical knowledge and skills to real business situations in the organization to achieve its goals and effectively utilizing my creative thinking to convince people to help the company increase its revenue and achieve high targets and to continue my career development as a finance and marketing professional.

EDUCATIONS

- 2014 Diploma in Professional Accounting.**
Gurukulam, Kasaragod, Kerala
- 2013 Master of Business Administration**
Dr.PK Rajan Memorial Campus, Kannur University, Kerala
- 2012 Diploma in Computer Financial Accounting.**
C-Ditt. Kasaragod, Kerala
- 2011 Bachelor of Business Management**
MIC Arts & Science College, Kannur University, Kerala

EXPERIENCES

❖ **Healthcare Admin cum Accountant | April 2016 – August 2022**
Khalidha Medical centre and Pharmacy group, Dubai, UAE.

- Balancing patient accounts and taking payments for services rendered.
- Assisted patients with eligibility and benefit coverage questions.
- Reviewing bills and claims for accurate information.
- Entering data into the company's database.
- Handling incoming and outgoing email and physical mail.
- Maintaining and protecting employee payrolls.
- Maintaining all staff and patient files in the company's database.
- Preparing billing reports and other documents to provide government agencies as needed.
- Preparing accounts and tax returns.
- Extensively interact with patients, physicians, policy representatives, insurance companies and other people as necessary to collect payment.
- In charge of all banking related matters.
- Maintaining of Accounts payable, Accounts receivable and period reconciliation of statement of accounts.
- Prepares asset, liability and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information, preparing balance sheet, P/L statements and other reports.
- Substantiates financial transactions by auditing documents.
- Comply with financial policies and regulations.
- Reconciles financial discrepancies by collecting and analyzing account information.

COMPUTER PROFICIENCY

- ❖ Tally ERP 9
- ❖ Peachtree
- ❖ Quick book
- ❖ MS Word
- ❖ MS Excel
- ❖ MS PowerPoint
- ❖ Medas & Insta software

PROJECTS

- ❖ An organization Study of Granite Udyog LTD at KINFRA PARK, Kasaragod, Kerala, India.
- ❖ A study on Advertisement Effectiveness of Maruti Suzuki LTD with special reference to KVR Car Dealers at Kasaragod, Kerala, India.
- ❖ A study on effectiveness of employee training and development at Calicut Tile Company, Feroke, Kerala, India.

ACHIEVEMENTS

- ❖ Second prize in Best Management Team and Third prize in Human Resource Management on Belva Season-3 (2011) Intra Management Fest at centre for MBA (Kannur University), Kerala, India.
- ❖ Third prize in Best Management Team on Voyage-10 (2010) at ST. Plus x college (Kannur University), Kerala, India.
- ❖ Certificate of National Management Conference on Diksha-2012 (Aspiring Managerial Excellence Challenges & Opportunities) at centre for MBA (Kannur University), Kerala, India.

LANGUAGES KNOWN

- ❖ English
- ❖ Hindi
- ❖ Malayalam
- ❖ Arabic
- ❖ Tamil

INTERESTS

- ❖ Music
- ❖ Gardening
- ❖ Travelling
- ❖ Social Works

❖ **Healthcare Insurance coordinator cum Accountant | April 2016 – August 2022** *Khalidha Medical centre and Pharmacy group, Dubai, UAE.*

- Coordinated, liaised and networked between insurance companies.
- Managed filing and tracking insurance claims and informed patients of their claims status.
- Processed insurance and disability claims in a timely manner.
- Handled patient's queries regarding unpaid balances.
- Circulated documentation as needed for reviewing.
- Prepared insurance forms and associated correspondences.
- Balancing patient accounts and taking payments for services rendered.
- Assisted patients with eligibility and benefit coverage questions.
- Reviewing bills and claims for accurate information.
- Entering data into the company's database.
- Taking claims approval, monthly submission and resubmission if any discrepancies.

❖ **Purchase Executive cum Accountant | April 2016 – August 2022** *Khalidha Medical centre and Pharmacy group, Dubai, UAE.*

- Research potential vendors.
- Compare and evaluate offers from suppliers.
- Negotiate contract terms of agreement and pricing.
- Track orders and ensure timely delivery.
- Review quality of purchased products.
- Enter order details (eg. vendors, quantities, prices) into internal databases.
- Maintain updated records of purchased products, delivery information and invoices.
- Prepare reports on purchases, including cost analyses.
- Monitor stock levels and place orders as needed.
- Coordinate with warehouse staff to ensure proper storage.
- Attend trade shows and exhibitions to stay up-to-date with industry trends

❖ **Healthcare Manager | April 2016 – August 2022** *Khalidha Medical centre and Pharmacy group, Dubai, UAE.*

- Liaising with healthcare professionals and patients about treatment plans.
- Overseeing clinic operations and staff duties.
- Keeping medical professionals informed about healthcare administered at the clinic.
- Managing the clinic's budget, billing system, and inventory.
- Ordering stock and supplies for the clinic.
- Overseeing the purchasing, maintenance, and repair of clinic equipment.
- Developing procedures to deliver optimal patient care.
- Performing the hiring, training, and performance evaluation of staff members.
- Managing internal and external communications, and answering queries about the clinic.
- Design and implement business strategies to help the clinic meet organizational goals.
- Manage staff by assigning and delegating tasks as needed.
- Develop protocols and procedures to improve staff productivity.
- Plan and manage the clinic's budget and approve payroll.
- Perform quarterly and annual employee reviews and provide constructive feedback on their performance to help them meet professional goals.
- Ensure that all policies and procedures function in accordance with state and federal laws.

REFERENCES

Will be furnished upon request

❖ **Assistant Accountant cum Cashier | February 2015 – March 2016**
Navarathna Jewellers, Kerala, INDIA

- Responsibility for smooth function in all cash point.
- Handling all the cash transaction of an organization.
- Receive payment by cash, cheque and cards.
- Checking daily cash accounts.
- Maintaining monthly, weekly and daily reports of transactions.
- Providing excellent customer service to high standards to ensure client satisfaction multitask and priorities during busy periods.
- Complete responsibility of store, cash, inventory and store accountancy.

❖ **Lecturer in Commerce and Management Dept | June 2014 – January 2015**
G-TEC College for Advanced Studies, Kerala, INDIA

- Teaching.
- Interacting with students.
- File work.
- Willing to work in a team

❖ **Accountant cum Office Executive | Sept 2013 – May 2014**
M/s. Arafa Wood Industries Pvt Ltd, Kerala, INDIA

- Preparation of financial documents such as invoices, bills, accounts receivable, accounts
- payable, purchase orders, payroll, reports, and other financial records for entry in to
- computer software.
- Correspondence with Customers, Suppliers and Bank through telephone, email and other communication modes.
- Make bank reconciliations and assist in the preparation of budgets and reports

❖ **Customer Service Representative | Apr 2011 – Oct 2011**
Tech City Pvt Ltd, Kerala, INDIA

- Under immediate supervision, responds to phone calls received to the Call Center, responds with information, assistance, or transfers the call to appropriate person or department; records information regarding calls, into a database, assists with marketing projects or department related activities.

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

MOHAMMED SAJID MA