



MOHAMED FAISAL

Admin Assistant / Accountant Assistant

AVAILABLE FOR

- ✓ Admin Assistant
- ✓ Assistant Accountant

PERSONAL INFORMATION

Mr. Mohamed Faisal
 DOB 09-Apr-2002
 Nationality Indian
 PP Expiry Jun-2030
 Visa Type Visit Visa upto
 (MAY 2023)

CONTACT



Abu Hail, Dubai.



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<https://www.linkedin.com/in/mohamed-faisal-m-5827ba209/>

LANGUAGE(S)

English – W, R, S
Hindi – W, R
Tamil – Native

TECHNICAL SKILLS

- MS Word, Excel
- English Typing
- Windows OS.
- Payroll and Account Management
- Installation of Hardware and Software

STRENGTH

- Team Player with Innovative.
- Stress Tolerance.
- Versatility and Positive Attitude

CAREER OBJECTIVE

Four Month Experienced In Us Healthcare Management.(Customer Service) 21 Y/O, (Available – Immediate). Looking For Challenging Opportunity With Your Firm Which I Have A Strong Knowledge In The Commerce/ Accounting, Administration, Payroll, System Service, Technical Support (IT) and Human Resources

WORK EXPERIENCE

1. PROCESS EXECUTIVE

At Omega Healthcare Management Services – Trichy, India
 Sep 2022 – Dec 2022



Roles And Responsibilities

- Initiate Telephone Calls To Insurance Companies Requesting Status Of Claims For The Outstanding Balances On Patient Accounts And Taking Appropriate Actions.
- Manage A/R Accounts By Ensuring Accurate And Timely Follow-Up.
- 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.
- Inputted And Submitted Client Information To Facilitate Speedy Processing Of Paperwork.

EDUCATIONAL CAREERS

- **B.Com – 2019 To 2022**
Jamal Mohamed College, Trichy, Tamil Nadu, India
- **HSC – 2017 To 2019**
Bharathi Matric Hr. Sec. School, Trichy, Tamil Nadu, India
- **SSLC – 2016 To 2017**
National College, Hr. Sec. School, Trichy, Tamil Nadu, India

DECLARATION

I Hereby Declare That The Information Furnished Above Is True To The Best Of My Knowledge. I Assure You That I Will Be Worthwhile To Fulfill Your Requirement Up To Your Satisfaction.

~Mohamed Faisal

