

# CURRICULAM VITAE

## SHAMEER M B

054-284-0547

[shameer090@gmail.com](mailto:shameer090@gmail.com)

Dubai, United Arab Emirates



---

Highly motivated sales Coordinator, adaptable to evolving sales technology to facilitate the sales process. Proficient in customer support and efficient problem solving. Centered on meeting client expectations while retaining quality standards to ensure timely deliveries. An adaptive person and an energetic, self-motivated, and cooperative employee requiring minimal supervision. Team based management style and excellent interpersonal/communication skills.

## WORK HISTORY

### Front office Manager

**Nuvamed Poly Clinic** - Thiruvananthapuram

November 2022 – December 2024

### Job Responsibilities

- Greet and welcome patients and visitors with a professional, friendly attitude.
- Register new patients and update existing patient records.
- Explain clinic services, procedures, and wait times.
- Handle incoming calls, emails, and WhatsApp queries.
- Manage doctors' schedules and book appointments.
- Confirm and remind patients of upcoming appointments.
- Coordinate follow-up visits and referrals.
- Generate bills and collect payments (cash, card, UPI).
- Ensure accuracy in billing and maintain daily transaction reports.
- Coordinate with insurance or third-party payers if applicable.
- Maintain patient files and digital records.
- Ensure confidentiality and compliance with data privacy regulations.
- Assist in preparing daily reports and administrative documentation.
- Coordinate with nursing and lab staff for patient flow.
- Maintain a clean and organized reception area.
- Monitor and reorder front office supplies.

## **Sales Coordinator**

**Marhaba Bakery** Hail,Saudi Arabia

September 2011 to September 2022

### **Job Responsibilities**

- Analyze the sales and prepare sales reports.
- Owning, managing, and resolving customer queries within agreed time scales.
- Processed accounts payable transactions and ensure that all vendors' bill were paid accurately.
- Costing of products and inventory control.
- Maintaining and updating sales and databases.
- Monitoring competitor activity.
- Completing sales- related and marketing administrative projects that include running marketing sales reports, conducting research on the company, and other assignments in the database.
- Handling orders by phone, email, or WhatsApp

## **ACADEMIC QUALIFICATIONS**

**Professional Diploma in Fire & Safety Engineering** from NCPT, Pandalam, Kerala, India (2008)

**HSE** from Board of Public Examinations, Kerala, India (2007)

**SSLC** from Board of Public Examinations, Kerala, India (2005)

### **COMPUTER SKILLS**

Grapes (EMR), MS Office: MS Word, Excel, Power Point,

### **PERSONAL INFORMATION**

**Date of birth:** 27-02-1990

**Nationality:** Indian

**Marital status:** Married

**Gender:** Male

### **LANGUAGE SKILL**

Arabic, Hindi, English, Malayalam, Tamil

### **PERMANENTADDRESS:**

Mattappallyil House, Thazhathu Vadakku Pattazhi PO  
Kollam (Dist) Kerala, India , PIN: 691522

### **PASSPORT AND VISA STATUS**

**Visa status:** Visit visa      **Visa Expiry:** 15.06.2025      **Passport No:** W 3975829

**Passport Expiry:** 11/09/2032      **Place of issue:** Trivandrum