

MOHAMMED SHUHYB ABOOTTY

TEAM LEAD - OPERATIONS

CONTACTS

📍 Abu Dhabi, United Arab Emirates, Abu Dhabi, 7400

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ABOUT ME

A self-motivated and highly passionate individual, seeking a position that will help me utilize my educational qualifications and professional experience to streamline business processes and work flow, to fulfill organisational demands and deliver the larger objectives of the company.

LINKS

LinkedIn

<http://linkedin.com/mohammed-shuhyb-abootty>

HOBBIES

Reading , Playing Cricket and Football.

WORK EXPERIENCE

TEAM LEAD - OPERATIONS

Burjeel Hospital, Abi Dhabi

JUN - 2022

PRESENT

- Dealing with guests by responding efficiently and helpfully to patient needs.
- Actively working with the team to achieve a customer satisfaction rate of 93% in the appointed clinic.
- Working with the team to reduce clinic no shows - reduced from 40% to 25% - by continuous monitoring, and rescheduling appointments.
- Improved the clinic's OP procedure conversions by monitoring the scheduling and correct capturing of procedures in the hospital HIS - successful in improving the same from 65% to 80%.
- Conflict management in the clinic by resolving guest problems, explaining best solution, and following up with cases.

INSURANCE COORDINATOR

Burjeel Hospital, Abu Dhabi

APR - 2019

MAY - 2022

- Coordinate the billing and collection for cases involving dental procedures, obtain information and documentation essential for case disposition, participate in settlement, establish and monitor extended payment arrangements, prepare and distribute related correspondence and monitor case status.
- Provide a high-level administrative support to include conducting research, preparing statistical reports, handling information requests and performing Administrative Assistant functions.
- Work closely with third party adjuster, insurance broker and internal counsel on coverage decisions and determination of scope of work to be performed.
- Maintain a thorough understanding of policy coverages, language, principles, current regulations and practices.
- Recommend policy and procedural changes within the support area to ensure both client & customer satisfaction.

ACCOUNTANT & AUDIT ASSISTANT

Ayyar & Cherian Chartered Accountant, Calicut, India

OCT - 2014

SEP - 2015

- Gathered all necessary reports and detailed support both periodically and on-demand, including balance sheets, profit and loss statements, revenue forecasts, budgets, and cash-flow statements.
- Ensured the integrity of accounting information and reconcile any financial discrepancies by performing or directing forensic research of accounting issues for compliance, and establish quality over transactions and reporting.
- Handled Accounts Payable, Accounts Receivable, verifying payment documentation, referencing outstanding bills, updating debt balance, and conducting disbursement.
- Reviewed and reconcile the general ledger, identifying and thoroughly investigating any discrepancies and taking the proper corrective actions to resolve them.
- Conducted month-end, quarter-end, and year-end close processes to verify all entries have been created and posted, ensuring completeness, accuracy, and cohesiveness of information.

EDUCATION

MASTERS OF BUSINESS ADMINISTRATION

Pondicherry University, Mahe, India

Specialized in finance.

2018

BACHELOR OF COMMERCE

Alagappa University, Kochi, India

2016

SKILLS

Operations Planning & Administration

Insurance Verification & Management

Risk Assessment & Mitigation

Team management

Microsoft Excel

Financial Analysis

REFERENCES

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INSURANCE
SUPERVISOR,
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