



# MOHAMMED JAVAD

Adminstration Executive

## About Me

Business Management graduate with experience in customer service, front desk, and administrative roles. Proven track record in customer-focused positions across various industries. Seeking new opportunities in a dynamic, multicultural environment to leverage skills and enhance business operations.



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## Language

- English
- Arabic
- Hindi
- Malayalam

## Expertise

- Management Skills
- Administrative Support
- Team Collaboration
- Front Desk Management
- Critical Thinking
- Payroll Processing
- MS Excel

## Experience

**Clemenceau Medical Center Hospital, Dubai [Outsourced]**

**Patient Service Coordinator**

**Aug 2023 - Oct 2023**

Processed medical insurance claims efficiently, collaborated with patients to verify coverage, supported coding for seamless billing, ensuring accurate submissions and addressing inquiries effectively.

**Universal Specialty Medical Center, Shabiya 9, Abu Dhabi**

**Front Desk and Billing Executive**

**Mar 2023 - Aug 2023**

Enhanced patient record organization, improved accessibility, and efficiently managed inquiries. Actively participated in insurance training sessions to stay updated on billing guidelines.

**Abu Dhabi Automatic Inkjet, Abu Dhabi**

**Sales Coordinator**

**Dec 2020 - Jan 2023**

Maintained precise transaction records, reconciled accounts, monitored outstanding invoices, and managed invoicing and payments for efficient financial operations.

**Hala Inn Hotel Apartments LLC, Ajman**

**Front Desk Executive**

**Aug 2018 - Oct 2020**

Orchestrated guest check-in/check-out, captured billing info, handled reservations and financial transactions efficiently, and managed administrative tasks for accurate records and streamlined operations.

## Education

**Mangalore University - India**

Bachelor of Business Management

2012 - 2015

## Certifications

Certification in Logistics and Supply Chain Management  
Infonet Institute, Dubai - 2015

Advanced Diploma in Accounting  
Professional School Of Accounting, Kerala, India - 2016