



# MOHAMMED ZAMEER

MEDICAL ADMIN / ACCOUNTANT/ADMINISTRATIVE

## CONTACT

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Al Barsha, Dubai, United Arab Emirates

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## EDUCATION

- A. J. Institute of Management (M.B.A)
- St. Mary's College, Shirva (B.com)
- Pre University College

## SKILLS

- Honest and hardworking.
- I am a quick learner and have eagerness to learn different skills.
- Reliable, responsible, and hard worker.
- Good communication, self-confidence, Discipline and punctual.
- Having good convincing capacity & Detail oriented and efficient.
- Critical Thinking

## LANGUAGES

- English
- Hindi
- Malayalam

## PROFILE

Masters of Business Administration in Finance with Logistics and a broad set of transferable abilities for use in many different positions. I consider myself to be a responsible and organized person, and I'm eager to work for your company.

## WORK EXPERIENCE

### MEDICAL RECEPTIONIST & MANAGING DIVERSE DEPARTMENT INCLUDING GENERAL PRACTICE & GYNOCLOGY AND DENTAL

Houston Clinic, Dubai, UAE

Duration: Nov 2023 to Present

- Acted as the first point of contact for visitors/patients at the office.
- Provided polite and well-spoken greetings to patients.
- Managed the organization of inbound and outbound mail.
- Assisted with file management and medical record support.
- Scheduled patient appointments and confirmed reservations.
- Maintained up-to-date medical records.
- Supervised reception area, bookings, and reservation protocols.
- Handled professional call routing and inquiries.

### SHRIRAM FINANCE Ltd. Karnataka, India. JUNIOR EXECUTIVE

Duration: Oct 2021 to Nov 2022

- Assisted in preparing monthly and annual financial reports.
- Supported budgeting, forecasting, and variance analysis.
- Managed accounts payable and receivable processes.
- Conducted financial analysis to identify trends and anomalies.
- Collaborated with accounting for timely month-end closings.
- Daily Fund Position And Bank Balance.

## ACHIEVEMENTS AND AWARD

- Attended two days National conference on "Relevance of Raja Ram Mohan Roy in women empowerment and Transformation of new India ", conducted by Ananya Institute for Development research and social action (Lucknow) and A J institute of Management
- Completed course on "V Lookup in Excel" in Great Learning.
- Attended workshop on " Better to best: extra mile to go" 2022 conducted by A.J Institute of Management Mangalore

## INTERNSHIP

- 3 Month Internship at Prakash Retail Pvt Ltd.
- 2 Month Internship at Business Intelligence Lab