



ABDUL BASITH TK

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SUMMARY

As a recent graduate, highly motivated and passionate, I am seeking a role that allows me to continue hardworking. Hardworking is my passion, from where I am sure that I will get an opportunity to grow with the younger generation. As a person who loves to speak and socialize with people, I find this as an option to stand socially active. I am sure I can give my hundred percent in this role.

WORK EXPERIENCE

LLH Burjeel, Abu Dhabi, UAE, Front Office Executive: 2022-2024

Managed front desk activities, including overseeing billing, customer service, and insurance operations to ensure seamless patient care and service delivery, Ensured adequate staffing to handle emergency cases effectively. Handled patient complaints and grievances with a focus on swift resolution and patient satisfaction.

Elkay General Trading, Abudhabi, UAE, Administrative Officer: 2019-2021

Supported office operations by managing correspondence, monthly invoice preparations, quotation preparing for client ,client's payment collection, monitoring, coordinating meetings and events, and handling office supply inventory. Responded to customer inquiries and resolved issues. Developed strong multitasking and organizational skills.

Topspeed typing, Dubai, UAE, Typing Officer: 2016-2018

- Managed typing activities, including Arabic taping, emirates ID typing, medical typing.
- Assisted with typing tasks, such as document clearing or controlling, filing, and document preparation.
- Collaborated with team members to ensure smooth office operation.

EDUCATION

Bachelor of business administration 2013
Bharathiar University

Sree Sankaracharya Computer Centre 2015
Certificate course in Microsoft Excel

NCVT, Govt. of India
Certificate course in Arabic typing 2016

ADDITIONAL INFORMATION

- **Skills:** Outstanding customer service and creative problem solving Bilingual, customer support Data, Encoding Cash and card, processing Stock control, MS- Word, Excel, Office
- **Languages:** English(RWS), Malayalam(RWS), Hindi(RWS), Arabic(RWS), Tamil(RS).
- **Passport details:** Passport number: W8534283, expiry date: 16/01/2033
- **UAE Driving license details:** driving license number: 2789024, traffic code number: 6170020501, issue place: Abu Dhabi, issue date: 03/07/2022, expiry date: 09/03/2030