

MUHAMMED UVAIS TP

Sharjah, UAE

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ADMIN EXECUTIVE

Dedicated and detail-oriented Administrative Executive with over 4 years of experience in front office administration at IQRAA International Hospital. Proven ability to manage patient relations, billing procedures, appointment scheduling, and coordination between departments in a fast-paced healthcare environment. Skilled in handling sensitive information with confidentiality and professionalism. Strong interpersonal and communication skills, with a focus on delivering exceptional patient service and administrative efficiency. Adept in using hospital management software and tools including MS Office, Tally, SAP, and Zoho Books.

Work Experience

Front Office Executive

Mar 2021 - jun 2025

IQRAA International Hospital & Research Centre

- Computed balances, totals or commissions to support accounting team.
- Performed data entry and other administrative tasks

Cash counter

Mar 2021 - jun 2025

IQRAA International Hospital & Research Centre

- Balanced daily cash drawers, verified receipt totals and documented transactions.
- Trained new staff on cash handling procedures and cash register operations.
- Processed customer payments quickly and
- returned exact change and receipts.
- Prepared bank deposits, verifying amounts and ensuring timely deposits.
- Managed daily cash transactions, ensuring accuracy and accountability.
- Balanced cash drawers and prepared financial reports to reflect daily sales.
- Recognized by management for providing exceptional customer service

Billing

Mar 2021 - jun 2025

IQRAA International Hospital & Research Centre

- Created all types of hospitals bills and faster the process of billing
- Discharge bill creation

Floor Coordinator

Mar 2021 - jun 2025

IQRAA International Hospital & Research Centre

- Coached team members on customer service techniques and provided Feedback on performance.
- Resolved customer complaints or escalated them as necessary for further resolution.
- Resolved customer inquiries and complaints requiring management- levelescalation.
- Developed knowledge about the hospital and services answer customer questions.

- Admission and discharge processes coordinating

Registration Receptionist

Mar 2021 - jun 2025

IQRAA International Hospital & Research Centre

- Assisted with data entry into EHR system
- Including entering vital signs, medical history and other relevant information.
- Answered questions about health plan coverage policies and procedures.
- Communicated effectively with physicians, nurses, office managers and other healthcare professionals regarding registration processes

Education

B.Com computer application

March 2021

Calicut University

- Graduated Bachelor Of Commerce

SAP

Jun 2021 - Mar 2022

Beat Education

- SAP
- Finance and controlling in SAP ecc 6.0
- (AC010,AC200,AC201,210,AC202,AC305,A700,AC040)
- SAP Business one

Skills

Data confidentiality , Outstanding written and verbal communication , Corporate administration , Well-organised , Staff scheduling,Workflow planning

Languages

English, Hindi , Malayalam