

RAJEEB ABDUL RASHEED

PATIENT RELATION OFFICER

SUMMARY

To build a long-term career in Patient Care Management and Patient Relation Officer with opportunities for career growth where I can use my professional skills in a dynamic and stable workplace in the best possible way. To associate myself with an organization which progresses dynamically and gives me a chance to update my knowledge and enhance my skills. I am ambitious to work in a challenging and competent environment that can promote my abilities through achieving the task, most qualitative and accurate state.

EXPERIENCE

○ JAN 2024 – DEC 2025

PATIENT COORDINATOR

**SP Medifort Hospital,
Thiruvananthapuram, Kerala**

Verifying and maintaining documentations, as per the project requirements. Reporting of adverse events in coordination with the Pharmacovigilance Department. Answering investigating and/ or directing patient enquires or complaints to the appropriate to the medical staff member.

○ JUN 2021 – NOV 2023


HR ASSISTANT & ADMIN OFFICER

Al Baker Investments, Doha, Qatar










Maintaining employee data & record. Monthly payroll and timesheet maintaining. Employee visa & ticket follow-up. Employee onboarding & accommodations. All data reporting on a daily basis to the HR Manager.

 rajeebali2005@gmail.com





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 Dubai, United Arab Emirates,

SKILLS

-  Positive
-  Organized
-  Problem Solving & Analytical Skills
-  Confidentiality
-  Time Management Skills
-  Workplace Health & Safety
-  Time Management
-  Handling Blue Tree Oncology Program
-  Drug Support Handling

LANGUAGES

-  English
-  Arabic
-  Hindi
-  Tamil

○ MAY 2017 – JUN 2021

PATIENT RELATION OFFICER

**Tech Mahindra Technologies,
Hyderabad, India**

Verifying and maintaining documentations, as per the project requirements. Reporting of adverse events in coordination with the Pharmacovigilance Department. Communicate patient question's and concerns issues and appropriate staff members, follow up and facilities solutions as needed.

○ SEP 2009 – JUL 2015

ADMIN & HR ASSISTANT

**Badr Al Rabie Hospital, Dammam,
KSA**

Maintaining employee data & record. Monthly payroll and timesheet maintaining. Employee visa & ticket follow-up. Employee onboarding & accommodations. All data reporting on a daily basis to the HR Manager.

EDUCATION

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**RABINDRANATH TAGORE
UNIVERSITY**

Bachelor of Arts,

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DCA TALENT INFOSYS

Diploma in Computer Application,

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TRANSORZE SOLUTIONS

Skill India / NSDC Medical Coding ,