



MOHAMMED SAEED SHAZIN PJ

PATIENT ADMINISTRATION | FRONT OFFICE

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Professional Summary

Experienced Administrative Professional with over 3 years of expertise in hospital Front office management, Patient Registration and appointment scheduling. Strong knowledge of UAE healthcare compliance (DHA) and EMR systems in fast paced hospital environments. Adept at managing insurance Approvals, coordinating with Insurance teams, and ensuring accurate invoicing and patient account reconciliation. Committed to delivering smooth front desk operations with high patient satisfaction. Seeking a dynamic role to apply my proficiency in healthcare sector.

Core Skills

Patient Administration | Front Desk Operation | Insurance Approval | Appointment Scheduling | Co pay Collection | Insurance Verification | Pre-Authorization | UAE Healthcare Compliance (DHA) | EMR & HIS Systems | Patient Account Reconciliation | Invoice Processing | Financial Documentation | Payment Follow up | Cash Handling | Microsoft Excel | Customer Service | Billing Accuracy | Patient Admission and Discharge | Collecting feed back

Work History

NMC Royal Hospital | – Hospital

March 2022 – August 2025

Patient Admin Executive & Cashier (Emergency & OPD)

Dubai, UAE

- Managed front desk operations, patient registration, and appointment scheduling, ensuring accuracy, confidentiality, and minimal wait times in a high-volume clinical setting.
- Verified insurance eligibility, secured pre authorizations, and submitted claims in compliance with UAE healthcare and insurance regulations (DHA).
- Processed billing and invoicing, managed patient account reconciliations, and maintained accurate financial documentation for audit readiness.
- Responded to patient inquiries and insurance related concerns, providing professional guidance and ensuring high levels of satisfaction and resolution efficiency.
- Maintained up to date electronic medical records (EMR), insurance details, and supporting documents using hospital information systems (HIS).
- Coordinated daily with physicians, nurses, and insurance coordinators to ensure smooth admission workflows, discharge approvals, and clinical documentation compliance.

IMECO | – Motor and Equipment Company

January 2017 – October 2020

Accounts Receivable

Sharjah, UAE

- Managed the complete accounts receivable cycle including invoicing, payment tracking, and reconciliation, ensuring 100% accuracy and timely processing.
- Monitored aging reports, followed up with clients for overdue payments, and reduced outstanding receivables through effective collection strategies.
- Resolved billing discrepancies by coordinating with internal departments, maintaining clean audit trails and accurate ledger records.
- Supported month end and year-end financial closings by preparing reconciliations, schedules, and documentation required for audit readiness.
- Generated customer statements, outstanding balance summaries, and collection status reports for management review and financial planning.

Al Hind Tours and Travels | – Travel Agency
Accountant Assistant

March 2014 – March 2016
Kerala, India

- Handled accounts payable and receivable for travel operations, ensuring accurate transaction entries, timely vendor payments, and effective cash flow tracking.
- Reconciled daily financial transactions and prepared monthly reports to support internal audits and statutory compliance.
- Assisted with ticketing, vendor coordination, and financial documentation, ensuring smooth operations and alignment with company accounting procedures.

KGT General Trading Company | – Cement Supplier
Billing Clerk

June 2013 – February 2014
Kerala, India

- Processed and recorded daily invoices, payment receipts, and delivery notes with 100% accuracy, ensuring compliance with internal billing policies and audit readiness.
- Coordinated with sales and dispatch teams to reconcile inventory billing and maintain up-to-date ledgers, contributing to timely order fulfillment and financial reporting.

Education

Bachelor of Business Management
Srinivas College

2009 - 2012
Karnataka, India

Certificates

Diploma in Financial Management - AIIMS

Diploma in Book-Keeping - G Tech

International Patient Safety Goals (IPSG) -NMC Dip, Dubai

Facility Management & Safety (FMS) -NMC Dip, Dubai

Language

English, Hindi, Malayalam, Arabic (Basic)

Visa Status

Visit Visa – Can join immediately