



ABUBACKER RAMEEZ

DATA ENTRY SPECIALIST

CONTACT

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EDUCATION

2019 - 2022

ALPHA INSTITUTE OF MANAGEMENT AND TECHNOLOGY SCIENCE

- Bachelors of Commerce (B.COM)

2017 - 2019

ROSARIO COMP PU COLLEGE

- Pre-University Course [PUC] - Commerce

2016

A J I ENG SCHOOL

- High School

SKILLS

- Patient registration & scheduling
- Billing & insurance verification
- Medical record management
- Data reporting & validation
- Workflow optimization
- Advanced Excel
- Hospital management systems
- Customer service
- Communication skills

LANGUAGES

- English
- Arabic
- Hindi
- Kannada
- Malayalam

PROFILE

Detail-oriented and compassionate Hospital Receptionist & Data Entry Specialist with 2 years of experience providing efficient administrative and front-desk support in a fast-paced healthcare environment. Skilled in patient registration, appointment scheduling, data management, and maintaining accurate medical records. Known for strong communication, professionalism, and a commitment to delivering excellent patient service while ensuring confidentiality and smooth hospital operations.

PROFESSIONAL EXPERIENCE

Safa Makkah Polyclinic

NOV 2023 - SEPT 2025

Riyadh, K.S.A

Hospital Receptionist

- Welcomed and guided patients, managed appointments, and coordinated with medical staff to ensure smooth operations and minimal wait times.
- Handled inquiries, billing, and insurance verification with professionalism, maintaining accuracy and financial transparency.
- Maintained patient confidentiality, organized records, and supported administrative tasks to enhance efficiency and patient care.

Safa Makkah Polyclinic

NOV 2023 - SEPT 2025

Riyadh, K.S.A

Data Entry Specialist

- Entered, validated, and maintained accurate patient, billing, and medical data in digital systems, ensuring compliance and confidentiality.
- Managed digital and paper filing systems, prepared performance reports, and supported hospital staff with timely data access.
- Collaborated with IT and administration to enhance digital workflows, streamline record keeping, and improve data accuracy.

CERTIFICATIONS

MS Excel, Advanced Excel & Tally

Matha Education Centre

May 2023 - August 2023

Karnataka, India

AutoCAD for Architects and Civil Engineers

CADD Centre Training Services

August 2018 - December 2018

Kerala, India