



NIKHIL

VATTAPARAMBIL

PROFILE

A dynamic professional with more than a decade of experience in Service Industry. Qualified & Result Driven professional, demonstrating solid interpersonal skills & problem solving. A committed & aspiring self-motivated aspiring individual who effortlessly interacts. Energetic & Goal Oriented with an impressive performance record and a well-rounded background in optimizing internal performance.

CORE SKILLS

Customer Service
Data Management
Administrative Support
Data Entry
Time & Data Management

CONTACT

PHONE: +971 54 539 6456
EMAIL: v.nikhil.sasi@gmail.com

PERSONAL DETAILS

Date Of Birth: 26th May' 1987
Marital Status: Married
Passport No: V8997560
Visa Status: Sponsor Visa (15/02/2026)

LANGUAGES KNOWN

English – Fluent
Hindi – Fluent
Malayalam – Mother Tongue
Tamil – Proficient
Marathi- Proficient

WORK EXPERIENCE

Prime Electrical Contracting Co.LLC

Document Controller Cum Receptionist

March 2024–August 2024

Documentation to clients using current database and complying with current procedures in place. (Cold calls & emails included).
Maintaining construction documentation, project plans and files.
Preparing daily / monthly Construction reports.
Attending Incoming calls and transferring to the required dept.

Right Health Pharmacy Jurf LLC.

Patient Coordinator(Acting Branch incharge since July 2022

August 2021– February 2024

Help in Registration form and Insurance form completion process.
Assist patients to complete all necessary forms and documentation including medical insurance
Organizing and maintaining patient records, consent forms, payment forms, etc
Book appointments over phone as well as through walk ins.
Schedule patient's hospital admissions, file and complete Insurance check list, disclaimers, admission form and insurance forms, Medical Records, approvals etc
Check with Insurance Coordinator for cases requiring approvals
Coordinate with Symphony for insurance related matters
Check with Insurance Coordinator the status of the Insurance card produced by the patient
Check with the Insurance coordinator about the packages covered

Gulf Engineering Service LLC

Document Controller

August 2017 – July 2021

Intelenet Global Services Pvt Ltd Technical Support

August 2012– July 2017

EDUCATION

Higher Secondary Course (H.S.C)

Specialised in Commerce
R.J. Thakur Junior College