



# MINWAL AJEEM

## ▶ CONTACT

0563502334

minalzaem23@gmail.com

Al Qusais Muhaisnah 4,  
Dubai, UAE

## ▶ SKILLS

- Time Efficiency
- Self-Motivation
- Singing
- Active Listening
- Customer Service
- Team Leadership
- Internet Browsing

## ▶ LANGUAGES

- English
- Hindi
- Kannada
- Malayalam
- Urdu
- Tulu
- Arabic (Basic)

## ▶ PERSONAL DETAILS

- Date of Birth: 05/10/1995
- Visa Status: Resident Visa

## ▶ PROFILE

Dynamic professional with a strong focus on time efficiency and self-motivation, complemented by excellent customer service and team leadership abilities. Skilled in active listening and the use of digital tools to streamline processes. Looking to apply these strengths in a growth-oriented and innovative organization.

## ▶ WORK EXPERIENCE

### Medical Biller / Front Line Associate

#### Grand Infinity Medical Centre, Dubai (Jan 2022 – Jan 2023)

- Assisted patients in claiming insurance, billing, and processing approvals online.

### Human Resource Management

#### Hotel Central Park, Manipal, India (Jan 2021 – Jan 2022)

- Supported daily HR functions, clerical duties, and employee documentation.
- Coordinated staff training, recruitment, and communication of HR policies.
- Managed payroll assistance and public service interactions.

### Accounts Assistant

#### Hotel Central Park, Manipal, India (Jan 2020 – Jan 2021)

- Improved financial record accuracy with diligent checks.
- Handled staff claims, reconciliations, and cash transactions.
- Ensured timely client payments and supported report development.

## ▶ EDUCATION

### • Master of Business Administration (MBA)

Poorna Prajna Institute of Management, 2018–2020

(MBA Project- Project on motivation as a means of increasing workers productivity: A case of Rainbow pipes at Manipal)

### • Bachelor of Commerce (B.Com)

KVSM College, Katapady, 2014–2017

### • Pre-University Course (Commerce Stream)

SVH PU College, Innanje, 2010–2012

### • Diploma in Computer Applications

Karnataka Computer Academy, 2013–2014

I hereby declare that the above information is true and correct to the best of my knowledge, and that nothing has been concealed or misrepresented. Local references will be provided upon request.

Minwal Ajeem