

Shaik Mohammed Saleem Bajaber

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Email:--shaikofficer1@gmail.com

Sub:- Application for the post of “**Admission & Discharge Billing Officer** ”/“**Team leader Customer Service**”/“**Sr. Executive Insurance Billing** ”/ “**Customer Care Executive –Cashier** ”/ “**Payroll Accountant**” or any suitable Post According to my qualification and experience in various departments Req - Reg.

Dear Sir/Madame,

I, believe that I possess a unique mix of experience and skills that can definitely help the company grow. I have the honor to forward my application herewith to you for the post under your kind consideration. As you will see from the enclosed career details .I have Passed **MBA (Hospital and Healthcare Management)**,I am **Post graduate in Commerce** and have **Advanced Diploma in Computer Application and Accounting Packages FocusWings** and also have passed Diploma in **Typewriting in Arabic** and type writing in **English**.During the past four years I have been working for Saudi German Hospital Dubai as Admission & Discharge Officer and Four years experience as Sr.Executive Insurance Billing&Customer Care Executive Financein Zulekha Hospital
The experience, skills and abilities that I can offer your company include:

- Rich & extensive experience in **Admission& Discharge , Customer Care Executive Finance , Sr,Executive Insurance Billing& in Accounts**
- Excellent communication (verbal).
- Ability to handle pressure.
- Professional, sincere, hardworking and a positive attitude.
- Experience working effectively in a dynamic, multi-tasking environment.
- Highly articulate and confident team – player, able to communicate to achieve exceptional business performance.
- Ability to manage a team/Project effectively.
- Co-ordination with all departments.

Languages Known : Arabic , English ,Urdu, Hindi, Telugu (Reading , Writing , Speaking)

The enclosed resume provides more details on the above, as well as on other experience, skills, and abilities that I posses.

Thanks!

Resume

Professional Profile:

- A dynamic professional experience in Insurance Billing , Administration and in Accounts.
- Associated with Saudi German Hospital as Admission & Discharge officer and in Zulekha Health Care Holding as Customer care Executive Finance / Sr,Executive Insurance Billing..
- Significant exposure in coordinating with clients, forging relations; interfacing with understanding requirements & providing customized services.
- An out of the box thinker with exceptional communications, relationship management and analytical skills.
- Excellent team Player / Manager with Immense interaction skills with the Higher Management and clients.
- Competitive Goal & Profit oriented.
- Building Key Strategic Relationships.

Organizational Experience:

Saudi German Hospital- Sharjah..

Designation – **Admission and Discharge Billing Officer.**

Tenure -09/07/2016 to 04/11/2020

Highlights:

- Coordinates and monitors a program for admissions and discharge planning that facilitates care and timely discharge of patients
- Handling queries regarding the services offered by the hospital and the cost of treatment and surgeries.
- Prepare cost estimates mainly for in-patient admissions and day cases. based on the clinical condition and resolve the queries
- Decides on discount on inpatient bill for cash patients, in co-ordination with the Admission Manager
- Explains the Inpatient packages to patients or relatives.
- Coordinates with the Insurance Department in regards to insurance approvals of patients.
- Identifies and discusses problems which occur in the discharge planning process with the multidisciplinary personnel.
- Ensures health care team complies with the discharge policies
- Coordinates with doctors and ward nurses for possible admissions and discharges
- Ensures the final bill payment, approvals, co-payments and gives clearance to discharge patients.
- Participates in continuous quality improvement activities
- Reviews pending cases and follow-up effectively on daily basis.
- Admitting patient in system with the full details and ensures advance deposit in case of cash payment.
- Informing authorized person regarding the reasons for extension, special procedures and bill status and ensures more advance payment in case of extension.
- Coordinates transfer of patients to other hospitals for further treatment.
- Reserves room for planned admissions and prepares planned admission list.
- Responsible for Cash/insurance and Corporate Admissions
- Follow up on self-pay patients and insurance patient's bill and necessary financial counseling.
- Attending queries from IP patients departments regarding the available services at hospital.
- Verifying discharge documents before handing over to the patient and final discharge from system.
- Handling Admission& Discharge issues and appropriate action with necessary departments.
- Monthly reporting of Inpatient statistics and discount statistics.
- Coordinating Ambulance Services

Zulekha Health Care Holding Ltd.
Designation – Sr. Executive Insurance Billing
Tenure - 21/08/2013 to 23/08/2015

Highlights:

- Rectification in the patient billing (if any).
- Notification of any repetitive errors to the insurance coordinator and ensuring that the error is not repeated.
- To do the final checking of the claims in terms of medical co-relation, attachments and approval of necessary insurance documents.
- Finalizing the claims.
- Generation of insurance manual invoice correction (if found necessary) and the correction in the same before dispatch.
- Ensuring that there is no missing or duplicate claim.
- Fortnightly preparation of a financial difference sheet an submission to the Account Dept.
- Dispatching of the claims to the respective companies with the acknowledgement statement.
- Allocating the payments received from the Companies to the ledger of respective account.
- Reconciling the queried accounts from the insurance company same and dispatching the same back to the company.
- Getting Approvals for medical procedures.
- Ensuring coverage of claims, guiding staff for correct usage of claim forms, approval papers.
- Coordinating with insurance companies for obtaining information on new policies and their coverage.
- Explaining coverage of medical benefits to patients when required.
- To Liaise with insurance companies regarding eligibility, payments approvals, reconciliation and other requirements.
- To Liaise with patients regarding their eligibility and entitlements.
- To maintain and update records related to pre-approvals and reconciliation.

Zulekha Health Care Holding Ltd.
Designation – Customer Care Executive-Cashier
Tenure - 06/06/2011 to 20/08/2013

Highlights:

- To collect deductible amount as deposit from the patients.
- To check the co-payment or deductible amount before settling the CVR
- To check the approval for uncovered medicines or service.
- To return the insurance card to the patient
- To settle the previous days claims and hand over the same to the insurance staff.
- To inform insurance department for any new entitlement to be made.
- To settle the CVR before leaves the hospital.
- To settle the pending CVR as per the list prepared by the Finance Department.
- To hand over the daily cash collection to Asst. finance Manger Cash collection after tallying the report.

Al Salaam Trading Est , Riyadh Kingdom of Saudi Arabia..
Designation – Accountant .
Tenure - 06/01/2008 to 15/01/2011

Highlights:

- Maintaining Petty Cash Statement submitting to the General Manager after checked and verified by Director Finance.
- Opening Account of newly joined employees in Riyadh Bank.
- To collect attendance report from HR Department and enter the same in Payroll System.
- Annual leave calculation and payment and Annual ticket payment for employees who completed two years in the organization.
- Issuing salary Certificates to employees , salary transfer letters, pay-slips to employees.
- Maintaining Sickness, leave and Overtime Report.
- Liaison with HR Dept. Regarding yearly increment, appointments, terminations etc.

- Disbursement of salary to cash and cheque payment staff for the month.
- End of service calculation and payment to employees who finished their contract period.
- Preparation of Bank Reconciliation Statement , corresponding with Banks with respect to any discrepancies in the Bank Statements.
- Preparing and Distributing the cheques to Suppliers & follow up with the Banks for payments.
- Responsible for Monthly Inventory of Stock.
- Reconcile suppliers account with their statements of account..
- Monitoring balance of each supplier on weekly basis so that it does not exceed our credit limit with that supplier.
- Assisting to Auditor inquiries.
- Journal entries for all petty cash and company expenses.
- Other Accounting Functions as required.
- Responsible for Bank Remittances&Withdrawals etc.
- Receive delivery Order from store and verified it from available stock.
- Communicating and coordinating with Accountant of Sister Company Paints for submission of statements for related transaction.
- Assist Accounts and Finance Manager to carry out operational activities of accounts department/.

Academic& Personal Vitae:

M.B.A in Hospital and Healthcare Management.

Master Degree in Commerce from Osmania University .

Bachelor of Commerce (Computers) Ist Division from Osmania University .

Date of Birth – 04th February 1982

Passport # - M15898079

Nationality – Indian

Marital Status : **Married with two daughter**

Current Location – UAE

Salary Expectation – Negotiable

Licence : *Yes till 25042025*

Technical Qualification :

- *Advanced Diploma in Computer Education, Sigma Computers.*
- *Diploma in Arabic Typewriting, New Mushtaq Typewriting & Shorthand Institute.*
- *Diploma in Accounting Packages, New Computer World.*
- *Diploma in Microsoft Office , APTECH COMPUTER EDUCATION (U,K)*
- *Typewriting in English Lower Grade.*

Thank you,

Shaik Mohammed Saleem .

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