



ADNAN RAIS

CONTACT



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OBJECTIVE & PROFILE

My career goal is towards a reputable organization where challenging opportunities are available & having congenial working environment, to contribute towards the development of organization.

Experienced in Management, Executive Support, Exceptional organizational and planning skills, thorough, adept at managing multiple and diverse tasks simultaneously.

Professional Experience Summary

I have rich 9 years' experience in UAE in the field of billing and accounts. Prior to this, I have almost 1-year experience as a computer operator in account in Patel hospital (Karachi, Pakistan) 2009 and more than 1-year experience as a H.R Assistant in M.H Textile 2006 to 2008. The total 5 years' experience I have gained in my previous jobs has given me an advantage to bring refreshing approach of solutions to the fast paced working environment. I do believe that being aggressive, competitive and with eagerness to undergo extensive training in learning things makes a job well done



EDUCATION

- **Bachelors of Arts** 2008

From Karachi University (Karachi, Pakistan)

Personal Details

- DOB : Feb 16, 1981
- Sex : Male
- Marital Status : Married
- Citizenship : Pakistani
- Visa Status : Job visa

PROFESSIONAL EXPERIENCE



Al Salama Hospital
ABU_DHABI

Designation: Billing & Account officer
(2011 to till date)



Responsibilities

- Communicate to department for daily enquiries,.
- Handled meetings/appointments of the manager.
- Meeting with Insurance company regarding any work related issue.
- Downloading all R.A files from Green rain
- Matching all R.A files with payment received and Reconcile
- Following with IC regarding outstanding
- Following with IC regarding mismatch XML files for received payment against the R.A
- Yearly making aging reports for all IC
- Preparing CTR summary copies of all Companies every end of the Month
- Handle daily cash payments and cash receipts
- Managing inventory & Purchase recording
- Reconcile vendor statement and processing of their payments



Patel Hospital
(Karachi Pakistan)

Designation: computer operator.
(JUL 2008 to AUG 2009)



Responsibilities.

- *Data entering in the systems.*
- *Updating the Files.*
- *Monthly Making the Patient File..*
- *Making the Receipt Voucher.*
- *Making Monthly the Report of Sales.*
- *Making Separate file for the Collection.*
- *Making daily dues bills report of the daily Expense.*

 **M.H Textile**

Designation: As a H.R Assistant

Karachi, (Pakistan)

From (MAY 2006 To JUN 2008)

Responsibilities

- Making Time Sheet of the Staff.
- Updating the Leave Salary and Staff Files
- Updating the Schedule for the Annual Leave of the Staff
- Properly Update the New Staff Files
- Making the Staff Cards.
- Making Report of the daily Time Schedule of the Working hour of the Staff.
- Making the Monthly Absent and Overtime Report.
- Distribute and updating the Inter Office Memo all the Department.
- Organize the Interviews time for the Department wise.
- Making the Proper Detail Report of the Staff Education

Declaration: *I hereby solemnly declare that all particulars given above are true and correct to the best of my knowledge and belief*