



# MUHAMMED FARHAN

In-Patient Executive Officer

farhanirikkur@gmail.com

+971569412796

Ajman, UAE

Indian

21/05/1997

Single

## LANGUAGES

- English ★★★★★
- Malayalam ★★★★★
- Hindi ★★★★★

## MOST PROUD OF

**Communication**  
Active Listener, Empathy for Others, Nonverbal Interpreter, Open-Minded, Positive thinking

**Team Work**  
Collaboration, Delegation, Goal Setting, Group Leadership

**Planning**  
Analyzing Issues, Decision Making, Project Management, Strategic Planning

**Physical Organization**  
Creative Thinking, Effectiveness, Productivity

## HOBBIES & INTERESTS

- Traveling
- Reading
- Movies
- Driving
- Gaming
- Music

## OBJECTIVE

To be an indispensable feature of the organisation by demonstrating my skills and abilities to the best and to work in an environment that can provide opportunities to work on a global scale for career growth and professional development.

## WORK EXPERIENCE

### In-Patient Executive Officer cum Cash Management Officer

Thumbay University Hospital : Feb 2019 - Present

Ajman, UAE

#### As In-Patient Executive Officer

- Responsible for the admission & discharge of the patient.
- Responsible for giving billing estimates to the patients as per the hospital billing protocol.
- Register patients according to the hospital billing protocols.
- Guides the customer to the respective place with proper directions.
- Provide information to the patients and make them comfortable.
- Provide efficient and professional telephone services, transfer calls according to established protocols.
- Assists patients in accurately completing appropriate forms, and document all information according to protocols.
- Coordinate for appointments for patients according to established procedures.
- Maintain and report statistics as required.
- Maintain forms and office supplies required for PAD Billing activities.

#### As Cash Management Officer

- Preparing Cash Flow statement and reporting the same to finance manager
- Preparation of invoices and make sure all offered services are properly billed
- Follow up payments with corporate clients and charity organizations
- Disbursement and control of petty cash to the cash counter staffs.
- Follow-up of refund claims from insurance companies
- Maintain on account details of customers
- Arrangement of collection of cheques and issue receipts
- Handling of corporate clients while ensuring treatments are allowed for their workers within allowed credit limit

### Assistant Accountant

Sicilia Hotels PVT LTD Jul 2017-Sep 2018

Kerala, India

- Preparation & presentation of Daily Report - Sales, Purchase etc.,
- Reconciliation & follow up of Accounts of Suppliers & Customers
- Preparation & Passing of Routine Journal Entries
- Collection and verification of cash accounts from cashiers and closing cash book on daily basis
- Allocation and maintain of petty cash accounts
- Cash handling functions for the hotel and reconcile all cash dropped at the front desk
- Assist financial controller with completing the year end audit process

## EDUCATION

### Bachelor of Commerce 2017

University of Kannur, Kerala

### Higher Secondary Certificate 2014

Board of Public Examination

### Secondary School Certificate 2012

Board of Public Examination, Kerala

## COURSES

Tally ERP 9

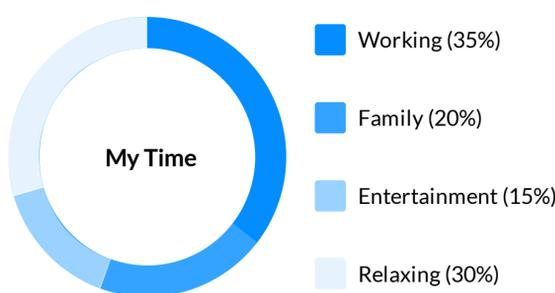
Peachtree

Tradeasy

QuickBooks

Microsoft office products

## MY TIME



## PERSONAL SKILLS

