



## PROFILE

Patient Relation Executive with a warm and friendly demeanor always! Skilled at conflict resolution. Team builder who is acutely attentive to employees' and guests' needs. Punctual problem solver and avid multitasker. Track record of being an essential part of the management team and instrumental in providing effective solutions that produce immediate impact and contribute to the establishment's long-term success.

## CONTACT

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## ACTIVITIES AND INTERESTS

Reading books  
Playing football  
Going gym  
Watching political news  
Travel  
Learning new culture  
Motivating others.

# ARMAN KHAN

## WORK EXPERIENCE

### Patient Relation Executive

**Health Hub Plus Clinic, Al Barsha 3, Dubai**

2021–Present

- Interacting with client in professional manner
- Answer calls and confirming the patient appointment.
- Billing and handling cash.
- Collecting the patient detail of computer.
- Interacting with doctor and nurses to bill under insurance.
- Submitting the daily clinic reports.
- Registering and booking appointment for patient.
- Uploading the patient files on government sites.

### Sales Person

**Kiabi Clothing Store, Dubai festival City, Dubai**

2021 May – 2021 September

- Greeting the customer
- Helping the customer to find the product.
- Providing the information about products.
- Reviewing the sales performances and working towards monthly and annual target.

## EDUCATION

### Nest Academy of Management Education

2021-enrolling

Bachelor of Science in Computing and IT.

## KEY SKILLS AND CHARACTERISTICS

- Exceptional written and oral communication.
- Critical Thinking and conflict management.
- Strong operational thinking
- Multi- tasking
- Analytical skill
- Quick Learner
- Interacting with new people