



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