
CURRICULUM VITAE



ABDUL RAHMAN BIN MASHAD KHULAIDI

Al Qusais, Street no.3

Villa No.26 Dubai U.A.E

Contact No: **+971 505456415**

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Career Objective:

Seeking a suitable position with a reputed organization where I can utilize my education and experience for the optimum growth of the organization as well as personal career growth.

Working Experience:

- Currently working as a customer service (PRE)
Al Futtaim Health Hub.
- WorkedA in Amazon.ae.warehouse As ambassadorSupport all Inbound
outbound and ship Dock operations in Amazon.ae from 2018 to 2020.
- Worked as an receptionist customer service in Royal mark hotel &
Apartments from 2017 to 2018.

Job Responsibilities:-

Supportive member of the team / Team worker.

Dealing with patients and answering their queries.

Cash handling.

Data entry.

Invoicing the services as per the agreed prices.

Receiving patient treatment codes to use in assembling reimbursement claims

Make sure CPT codes are accurate as per service

Billing patients for medical services

Enter patient information into computer files, and possibly also in paper records

Organize, manage, and sort paperwork (including patients' charts)

Continue to enter data as patients are subjected to diagnostic tests and receive treatments

Prepare and mail billing statements

Resolve conflicts regarding payments and reimbursements

Investigate and report instances of insurance fraud

Provide information and prepare documents for legal inquiries and litigation

Ensure the confidentiality of patients' personal information

Perform clerical duties that may include answering the telephone, greeting patients, and sorting mail

Educational Qualification:

- Bachelor of Commerce (B.Com) from Anwar Uloom Degree College affiliated to Osmania University, Hyderabad, India.(2016)
 - Intermediate from Georges Junior College affiliated to Board of Telangana, Hyderabad, India.(2013)
 - Secondary School Certificate (S.S.C) from Success High School, Hyderabad, India.(2011)
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Computer Skills:

- Advance Diploma in computer Applications.
 - Microsoft Office Word
 - Microsoft Office Excel
 - Microsoft Office PowerPoint
 - Microsoft Office Outlook
 - Accounting Packages
 - Focus 6.0
 - Tally 9.0 ERP
 - C, Language.
 - Typing Speed 45 words per minute.
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Other Skills:

- Valid Dubai driving license issued on 30-01-2019
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Personal Profile:

- Self-motivated, comfortable in taking initiative and working independently.
- Exceptionally well organized and willingness to work hard to achieve quick results.
- Good relationship building, flexible to change, effective time management and organizing skills.

- Possess customer service and people skills and enjoy dealing with clients from diverse ethnic and cultural background with Accounts knowledge and access excellent administration, co-ordination, communication & computer skills.
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- Name : Abdul Rahman Bin Mashad Khulaidi.

- Father's Name : Mashad Bin Osman Khulaidi.

- Nationality : Indian.

- Religion : Islam (Muslim)

- Date of Birth : 14th August 1992.

- Marital Status : Single.

- Languages Known : English, Urdu, Hindi and Telugu.

- Address : Al Qusais Dubai U.A.E

- Passport no. : K4182485

- Visa Status : Employment Visa

DECLARATION:

I solemnly declare that the information given above is true to the best of my knowledge.

Date:

Place: Dubai.

(ABDUL RAHMAN BIN MASHAD KHULAIIDI)
