

Curriculum vitae

MOHAMMED ANSAR BENGRE

Fujairah

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Permanent address:

Hoode

Udupi -576 115

Karnataka, **INDIA**



Passport No.:	Date/Place of issue:	Validity	Nationality
M 5350399	19.01.2015 / Dubai	18.01.2025	INDIAN

Area of Expertise:

Accounts: Receivables, Payables, Payroll

Human Resource / HR & Admin.

Front office / Back office – Inpatient & Outpatient - Hospital

Academic qualification:

- **MBA (Finance)** - Kazian Global School of Business Management, INDIA
 - Post-Graduation in Business Management - Mahatma Gandhi University, INDIA
 - Bachelor of Commerce - Mangalore University, Mangalore (INDIA)
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Technical qualification

Diploma in Computer Application from MICE, Udupi – INDIA

Proficient in MS Office, Internet & Financial Software's – Tally, Peachtree & SAP.

Languages known:

English, Arabic, Hindi, Urdu, Kannada, Tulu, Nawayati.

Personal Abilities:

- ❖ Skilled in Communicating at all levels
 - ❖ Result Oriented approach to task and possess strong Interpersonal skills
 - ❖ Ability to work in teams as well as individual
 - ❖ Ability to negotiate and motivate
 - ❖ Good organizer with knowledge of efficient planning and time management.
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Experience/responsibilities:

(I) Period : January 2012 to Till Now.

Position : Officer - Inpatient Services

Firm : **THUMBAY Hospital, Fujairah** (previously known as ‘GMC Hospital’)

JCI Accredited / SKEA Silver Medal Winner Hospital

Job Description :

- Handling all Inpatient works - **Admissions, Discharges & Billing.**
- Preparing Cost Estimation for all Procedures and general admissions.
- **Bed Management** & Responding for Inpatient Queries
- Preparing Daily, Monthly & Annual MIS Reports with high level of confidentiality.
- Documentation & Submission of **Inpatient Insurance Claims.**
- Plan and manage facilities to support organizational administrative tasks.
- Handling and arranging Ambulance related Queries for Inpatient and Outpatients.

(II) Period : February 2010 to April 2011

Position : Accounts & Admin Executive.

Firm : Mali Decor Cont. Sharjah.

Job Description :

- Handling all Accounts works like Invoices, Purchase Orders etc
- Account Receivables & Payables.
- Petty Cash.
- Admin. Works like Visa, Labor cards new application & renewals.
- Staff & labors Payroll works.

(III) Period : **August 2007 – November 2009**

Position : **Projects Accountant.**

Firm : Eagle Electromechanical Co. LLC, Abu Dhabi.

Job Description :

- Maintaining Accounts of Various Projects.
- Preparing Monthly & Annual reports.
- Collecting & updating timesheets of labors for various sites.
- Corresponding with the Suppliers regarding payments & Deliveries of materials.
- Preparing Petty Cash Expenses Report, like L.P.O, Official Letters.

(IV) Period : **June 2003 – August 2006**
Position : **Account Assistant.**
Firm : **M/s. Shabbir & Ganesh, Chartered Accountants, Udupi (INDIA)**
Job Description :

- Cash Deposit & Withdrawal from the banks
- Letter Correspondence
- Preparing Local Purchase Orders
- Recording all accounts transactions relate to Clients.
- Recording various Clients Transaction in computer by using tally software.
- Preparation report of monthly sales of clients.
- Payment of Sales tax, Income tax & other taxes.
- Supervising & Management of concern

Hobbies & Interests:

- Writing (Worked as Editor for Students Magazine in India).
- Reading , Music,
- Sports (Good Cricket Player)
- Gardening.
- Making Friends Worldwide.

References:

- (1) Mr. Mohammed Hassan (Admin. & Sales Manager) – M/s. HAIFA Global (DUBAI)
- (2) Mr. Hatem Abdel Nabi (Project Manager) – Eagle Electromechanical L.L.C. (Abu Dhabi)
- (3) Mr. Ganesh, Udupi - M/s. Shabbir & Ganesh , Chartered Accountants, (INDIA)

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