



# HISSAN KHAN

ADMINISTRATION

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## LINKS

**Linkedin:**  
<https://www.linkedin.com/in/hissan-khan-58037927>

**Facebook:**  
<https://www.facebook.com/khan.hissan>

## SKILLS

- ADVANCE EXCEL
- PIVOT TABLE
- MANAGING MACROS
- REPORTS HANDLING
- MS WORD
- BILLING / CASH HANDLING
- PETTY CASH MANAGEMENT
- ADMINISTRATION
- VENDOR HANDLING
- COMMUNICATION
- COORDINATING & PLANNING
- TEAM PLAYER
- RELATIONSHIP MANAGEMENT
- TRAINING & DEVELOPMENT

## LANGUAGES

- ENGLISH
- ARABIC
- HINDI
- URDU

## ABOUT ME

Hard working professional with 17.4 years experience in Medical Billing, Administration and Business support. I am adept in Communication, leadership, Cash & Petty Cash Management, Coordination, Vendor Handling, and Process Improvements. Moreover, my on-the-job experience has afforded me a well-rounded skill set including first-rate planning and time management abilities.

IT Skills: Ms Office with Advance Excel (VLOOKUP, PIVOT TABLE & REPORTING, CONDITIONAL FORMATING, PREFIX, MANAGING & HANDLING MACROS Adding GRAPHS and COMMENTS, HANDLING, FORMATING and ARRAGING DATA)

## WORK EXPERIENCE

**BELHOUL EUROPEAN HOSPITAL LLC**  
Dubai  
Feb 2013 - May 2022

### Billing Assistant

Part of the BELHOUL LIFE CARE family, BEH earned its reputation in patient care which is evident from the growing number of patient.

Responsibilities:

- Preparing Outpatient and Inpatient bills after checking medical files.
- Understanding Insurance rule and regulation.
- Tallying and generating reports for submission to the accounts at the end of the day.
- Coordinate with In house Insurance Coordinator for Insurance query.
- Communicating and Coordinating with the nursing and other support departments.
- Collecting and verifying all the necessary documents required for claims submission.
- Any other routine job as advised by the Finance & MIS Manager.
- Answering the queries via mail and telephone.
- Participate in departmental quality improvement and patient safety programs
- Handling daily transactions and maintain accurate petty cash register.

**BANK OF AMERICA CONTINUUM INDIA**  
Mumbai, India  
Dec 2007 - Oct 2012

### Team Developer

A Non-banking Subsidiary serving international clients  
Responsibilities

- Handled team of 20 associates, assigning Work load, collating data and creating daily Reports for the day.
- Handle Queries from client and settling their accounts Co-ordinating with operations and analyzing the root cause analysis.
- Process Training for the new joiners and handled newly migrated process individually with minimal supervision.
- Auditing and sending daily Audit tracker.
- Sending Daily Report, MTD, Quarterly, Half yearly and YTD Report of Audit
- Preparing fortnightly Dashboard

PERSONAL DETAILS

Date of birth  
26th April 1976

Nationality  
Indian

Visa status  
Employment Visa (Under  
Cancellation)

Marital status  
Married

CAFÉ COFFEE DAY  
Mumbai, India  
Jan 2006 - Feb 2007

- Achievements
- Received Rewards, Recognition certificates and Appreciation mails from managers and seniors management.
  - Created macros for the process which is time savings and successfully completed and implemented in the process and received recognition for the same.

Assistant Manager

A division of Amalgamated Coffee Bean Trading Company, CCD is the largest coffee chain in India, holds leading position in coffee shop brand.

- Responsibilities:
- Managing a broad array of key business activities including store operations, sales, consumer promotions & relationship management.
  - Conducting the orientation program for new joiners, training them on Standard operating procedures(SOP) of the product, staffs shift & cash flow etc.
  - To maintain and make schedule of staff on weekly bases.
  - Responsible for inventory control, stocks ordering & back store management, safety provision, liaison with store staff
  - Implementing sales promotional, Discount offers in the stores & Mark down strategies.
  - Interfacing with customers to understand their requirements & recommend viable solutions.
  - To identify areas of improvement in the service level & ensure operations through accurate & timely delivery.
  - Monitoring and supervising team activities and suggesting improvements in their performance.

CAFÉ COFFEE DAY  
Mumbai, India  
Jan 2004 - Dec 2005

Jr. Admin Executive

A division of Amalgamated Coffee Bean Trading Company, CCD is the largest coffee chain in India, holds leading position in coffee shop brand.

- Responsibilities:
- Handled the vendor management.
  - Managing and handling vendors, tracking fire fighting equipment, tracking license, maintain employee records, scheduling interviews and training.
  - To accumulate the entire indent from the all the cafés in Mumbai on daily bases.
  - Compile the data in Excel and send the orders to the Vendors through Mail, Fax or Phone on daily bases.
  - To schedules the deliveries of the Orders for the café and to make arrangements of all the necessary supplies for the launch of new Café Outlet.
  - To accumulate and compile the data of the stocks of all the cafés in Mumbai for monthly store indent on monthly bases.
  - Handled Licenses of all café outlets by maintaining data of license in Excel and Maintained the original licenses files and interact with the licensing consultant.
  - To track and maintain Fire Fighting Equipment in the café for all the locations.
  - Assisting with documentation and filling of the employees details and scheduling interviews of the candidate with HR.
  - To co-ordinate with the housekeeping contractor for requirement of the house keepers in the outlets and their schedules.

EDUCATION

PERIYAR  
UNIVERSITY  
Chennai, India  
2011

Bachelor  
Bachelor Of Commerce

## COURSE

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**SVARNA INSTITUTE**  
Oct 2017



**Certificate in Logistics and Supply chain management  
professional**

## HOBBIES

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TRAVELLING, INTERNET & SOCIAL MEDIA AND PLAYING CRICKET