

Curriculum Vitae

Hameedul Ashikin



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Objective:

My knowledge and experience to make a positive contribution, whilst staying abreast with the current technology and practices in the industry.

PROFESSIONAL EXPERIENCE

FRONT DESK RECEPTIONIST

(Jan 2019- Feb 2021)

Fortis Malar Hospital– INDIA

Duties & Responsibilities:

- ❖ Maintained files and records by implementing effective filing systems that boosted efficiency and organization
- ❖ Used internal software to process reservations, check-ins and check-outs
- ❖ Greeted patient at front desk and engaged in pleasant conversations while managing check-in process
- ❖ Monitored medical supplies by checking inventory and placing orders
- ❖ Collected room deposits, fees and payments
- ❖ Responded swiftly to room requests and other inquiries made via establishment phone
- ❖ Transcribed phone messages and relayed to appropriate personnel
- ❖ Kept accounts in balance and ran daily reports to verify totals
- ❖ Confirmed relevant patient information and payment methods to prevent fraud
- ❖ Prepared weekly nurses work schedules for team members
- ❖ Protected visitors valuables with main safe or in individual boxes to maximize security

OFFICE ASSISTANT

(Jun 2017- Oct 2018)

Citizen Bus Transports – ABUDHABI

Duties & Responsibilities:

- ❖ Delivered clerical support by efficiently handling wide range of routine and special requirements
- ❖ Produced high quality documents, spreadsheets and presentations for internal and customer-facing needs using MS Office suite
- ❖ Create Presentation and proposals for use in meetings, assisted in book keeping and produced budget reports
- ❖ Coordinated, scheduled and arranged meeting and travel calendars, including business and social events
- ❖ Process invoices and expenses using software to facilitate on time payment
- ❖ Created detailed expense reports and requests for capital expenditures
- ❖ Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records
- ❖ Maintained Staff directory and company policy handbook for human resources department
- ❖ Drafted timeframe time sheets for number executives and Employees

OFFICE ADMIN

(Oct2014- Oct2016)

Professional Security Systems - AJMAN

Duties & Responsibilities:

- ❖ Assisted in training temporary employees for special projects, ensuring readiness, service Quality and efficiency
- ❖ Performed general office duties, including answering multi line phone system, routine Calls, delivering messages to staff and greeting visitors
- ❖ Maintained open communication with customers to foster positive relations and provide Updates on types of issues
- ❖ Trained new employees on administrative procedures, company policies and performances
- ❖ Properly complied and distributed reports and contracts, auditing data prior to shipping to Promote accuracy
- ❖ Maintained office equipment's and followed instruction regarding office criteria
- ❖ Maintained office staffs attendances and payroll, vacations formalities and duties

OFFICE ASSISTANT

(Jan2011- Jul2013)

Sutherland Global Services – INDIA

Duties & Responsibilities:

- ❖ Coordinated travel arrangements, including booking airfare, hotel and ground Transportations
- ❖ Kept physical files and digitized records organized for easy updating and retrieval by Authorized team members
- ❖ Executed records filing system to improve document organization and management
- ❖ Verified accuracy of business records by consistently updating customer information
- ❖ Welcomed office visitors warmly and alerted staff to arrivals of scheduled appointments
- ❖ Arranged rapid office equipment repair and maintenance with vendors

EDUCATION

- ❖ **Master of Business Administration: Tourism**
Alagappa University – Tamilnadu

(Aug2010- May2012)

- ❖ **Bachelor of Computer Application: Computer**
Bharathidasan University – Tamilnadu

(Jul2006- Jun2009)

CERTIFICATIONS

- ❖ Certification in Computer Hardware and Networking.
- ❖ Certification in (IATA Certified) International Airlines & Travel Management.
- ❖ Certification in Type Writing Lower and Higher Level.

PERSONAL DETAILS

Name : HAMEEDUL ASHIKIN. H
Date of Birth : 26-07-1988
Nationality : Indian
Marital Status : Married
Languages Known: English, Tamil & Malayalam
Passport No : T2460709
Visa Status : Valid Up to Oct 2021