

CURRICULUM VITAE

FURQAN AHMED HAJIAMEEN

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Passport number: M2520852
Date of Birth: 14th Dec, 1992
Gender: Male
Nationality: Indian
Marital Status: Married
Languages Known: English, Urdu, Hindi and Kannada



PROFESSIONAL SUMMARY:

Working as an administrative officer and also managing the store at Al-Ansaar Hospital and also collecting the Covid patient's details, reporting them to Govt authorities and supporting in reception whenever it is needed.

Working as AR Specialist from November 2019 till today in US based company named as Decipher Health Records LLP where follow up with insurance to resolve claim in an efficient way.

I am part of amazing Talent acquisition team in Inspo Multi Crew, one of the most successful startups. I specialize in non-technical recruiting, covering all HR operations. (Including Team management, Inviting candidate for an interviews, Conducting Interviews, Visiting Clients & Visiting Job Fairs)

Along with that I have worked in SAP, ERP, TALLY & MM module in SAP, it is one of the vast & large module in SAP software in MK Agrotech and I have gained a good knowledge in Accounts & Sales, here I was specialized in Sales operation. (Including Maintaining Ledgers, Weighment of all types Vehicles, Generating all types of bills)

OBJECTIVES:

- To work effectively and efficiently and make myself an asset to the organization.
- To utilize all my skills and perform to the best of my abilities in order to overcome the work challenges and to achieve prominence in my profession.
- To work hard and execute my duties & responsibilities to the absolute satisfaction of my superiors.
- To gain knowledge and apply it for the development and prosperity of my employer and in turn for my professional and financial progress.

EDUCATIONAL BACKGROUND:

- **Bachelors of Business Management (BBM) - Finance**
 - ✓ Vidhyavardhaka College, Mysore, University of Mysore.
 - ✓ Key Subjects:-Taxation, Financial management.
- **Pre-University of College(PUC) - Commerce**
 - ✓ Farooqia Pre University College, Mysore.
 - ✓ Key subjects: - Business Studies, Accounts.
- **Secondary School of Leaving Certificate (SSLC)**
 - ✓ Iqra Eng. Medium high school, Murdeshwar.

Certifications: Tally ERP.9

WORK EXPERIENCE:

Company: Al-Ansaar Hospital, Mysore, Karnataka, India (22nd July 2020 – Currently working)

Position: Administrative Officer.

Key Responsibilities:

- ✓ Managing all the covid patient's details such as admission, discharge, death and who all are shifted to other facilities.
- ✓ To collect the covid patient's details and reporting the same to Govt Authorities.
- ✓ Collecting the SAST patient's details updating them to SAST portal and filing the claims after the patient's got discharge.
- ✓ Managing the store related work, issuing consumables such as PPE kits, N95 and other covid ward protection items.
- ✓ Collecting covid swabs filing ICMR forms.
- ✓ Serves patients by greeting and helping them, scheduling appointments, and maintaining records and accounts.
- ✓ Welcomes patients and visitors in person or on the telephone, and answering or referring inquiries.
- ✓ Comforts patients by anticipating patients' anxieties, answering patients' questions, and maintaining the reception area.
- ✓ Protects patients' rights by maintaining confidentiality of medical, personal, and financial information.

Company: Decipher Health Records LLP, Mysore, Karnataka, India (22nd Nov 2019 – 21st July 2020)

Position: AR Specialist.

Key Responsibilities:

- ✓ Follow up with insurance to resolve claim in an efficient way.
- ✓ Work on old aged insurance claims and provide possible assistance to resolve claims.
- ✓ Identify trending denials/scenarios and solve the denial in bulk to affect the dollar value efficiently.

Company: Inspo Multi Crew, Mysore, Karnataka, India (10th Oct 2017 - 08th Feb 2018)

Position: HR Manager.

Key Responsibilities:

- ✓ Perform difficult staffing duties, including dealing with understaffing, and administering disciplinary procedures.
- ✓ Manage the full recruiting life cycle process which includes creating job specification, interviewing, extending and negotiating offers, and onboarding.
- ✓ Producing Recruitment adverts and managing the recruitment process including writing competency based questions, interviewing and sending offers.
- ✓ Manage all day-to-day HR responsibilities, including: staffing, off-boarding, performance management, reporting/analytics.
- ✓ Drive organization design, workforce planning, sourcing & staffing. (including supporting recruitment process)

Company: Hinduja Global Solutions, Mysore, Karnataka, India (22nd May 2017 – 30th Sep 2017)

Position: Customer Relation Officer (Amazon Voice Process).

Key Responsibilities:

- ✓ Managed a high-volume workload within a commitment-driven environment.
- ✓ Resolve an average of 500 given inquiries with in any given week.
- ✓ Consistently met performance benchmarks in all areas like speed, accuracy and volume.
- ✓ Troubleshooting tablet and assist in navigation on web-site.

Company: M K Agrotech Pvt Ltd, Mysore, Karnataka, India (15th April 2016 - 15th April 2017)

Position: Sales (Dispatch Executive).

Key Responsibilities:

- ✓ To maintain and update daily transactions of sales invoices efficiently produced timely manner.
- ✓ Manage the Vehicles for Dispatch as per orders and complete the process of loading the material in that through SAP.
- ✓ Include verifying orders, inventorying stock, anticipating delivery requirements, examining items to be shipped, reconciling quantities, noting discrepancies, and replacing damaged items.
- ✓ To generate all type of bills and invoices as per the order provided by the customers through SAP.
- ✓ To generate VAT FORMS to every order provided by the customers.
- ✓ Maintain filing system by creating new participant file folders and accurately file documents in existing participant folders.

Company: Big Byte BPO, Mysore, Karnataka, India (Feb 2014 - March 2015)

Position: Junior Out Bonder

Key Responsibilities:

- ✓ To make Outbound calls with pre-selected phone number list provided by the team leader
- ✓ Attempting to sell the company's services or products and aiming to overcome the daily, weekly, and monthly targets.
- ✓ To serve as links between the customers and the company with sales pitch consist a greeting the customers about the products or services and serve as an inquiry for potential customers to provide them more information.

KEY STRENGTHS: Commercial awareness, Confidence, Communication, Perseverance and motivation, Leadership, Problem solving, Initiative and Dynamic, Team Player, Proactive, Self-motivated, Computer skills.

TECHNICAL SKILLS:

- SAP ERP
- Tally ERP.9
- Microsoft Office Applications
- Windows Operating System XP

DECLARATION:

I hereby declare that all the information mentioned above is true to the best of my knowledge. Given an opportunity, I will assure the authority that I shall discharge my duties & responsibilities with best of my ability.

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