

RESUME

RAFEEL VAIPPANKATTIL IQBAL

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Abu Dhabi, United Arab Emirates.



Objectives

Seeking a position in **Receptionist / Cashier / Accountant/HR Assistant / Super PRO Access** to work in a growth-oriented organization to employ the knowledge and skills acquired in my education and experience. And to contribute to the team effort to achieve group goals and at the same time endeavor to acquire sophisticated skills as they come.

Career Summary

- Have working skills in computer
- Worked Experience **Receptionist / Cashier / Accountant /HR Assistant Administration/PRO/ Dental Insurance coding assistant. At Dr.Fawziea Khalfan Medical Center L.L.C since 2013 November till date**
- Preparing & checking of all kind of Accounts documents & vouchers i.e., (Payment Voucher, Purchase Invoice, Receipt Voucher, Journal Voucher, Petty cash statements, Daily Receipts Statements, Purchase Requests.
- Young, energetic and enthusiastic with refined manners.
- Self-motivated and ambitious with strong desire to succeed.

Job Responsibilities in Dr.Fawziea Khalfan medical center L.L.C

- Maintained the front desk and reception area in a neat and organized fashion. Coordinated admission processes and prepared medical records and agreement packets.
- Find ways to reduce overall costs while maintaining consistent patient services.
- Patient registration, checking Eligibility and billing.
- Responsible for Cashier.
- Managed Mediplus software and EMR
- Managed Doc32 software and EMR
- Completed a daily list of insurance verifications for scheduled appointments.
- Managing dental Pre Authorization Request for Thiqa, Daman and Adnic
- Dental Insurance Coding supporter.
- Dental Insurance Claim Submission.
- Managed Insurance remittance advice and remittance quarries
- Dental Insurance Re submission.

Accountant:-

- Preparing & checking of all kind of Accounts documents & vouchers i.e., (Payment Voucher, Purchase Invoice, Receipt Voucher, Journal Voucher, Petty cash statements, Daily Receipts Statements, Purchase Requests.
- Preparing day to day finance Reports.
- Overall responsibility for developing and tracking budgets and supporting the organization in Minimizing costs while maximizing performance and profitability.
- Generating invoices Daily and monthly statements.
- Investigated and resolved issues involving payments or invoices.
- Dealing of financial matters with banks & supplier.

- Managing all the Income and Expenses.
- Preparing Accounts payable and Accounts Receivable.
- Filing of VAT return on the e-filing portal of Federal Tax Authority.
- Submitting VAT record with details of Input, Output, VAT Payables etc
- Preparing Salary & Commission for the staff.

HR/Administration/PRO:-

- Preparation of Staff attendance report and salary preparation for the staff.
- Managing the Renewal of all the documents and the entire Contract. (Commercial License, DOH License, professional license, Tenancy Contract, Malpractice Insurance, Medical Waste management contract pest control e contract etc...)
- Attending and Supporting DOH Audit.
- Attending and Supporting Adhics Audit
- Attending Tasneef Audit. (Jawda data Certification)
- Labour and Visa Renewal for all the staff.

Education Qualification

- Secondary School Leaving Certificate
- Higher Secondary Certificate
- Bachelor of commerce Finance Certificate

Software Exposure

- Operating Knowledge of MS-Excel, MS-Word , MS-Power Point
- Tally

Personal Information

Date of birth	:	31/05/1986
Nationality	:	Indian.
Marital Status	:	Married
Languages Known	:	English, Malayalam and Tamil
UAE Manual Driving License	:	Issued Date-18-08-2015 Expire Date- 17-08-2025

DECLARATION

I hereby declare that the above mentioned information is true to best of my knowledge. I assure That if given opportunity to serve you I shall do it to the best of my knowledge and abilities.

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