

CURRICULAM VITAE

MUHAMMED NABEEL. NK

Accountant / Marketing and Business Development Executive / Medical Coding and Billing

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Visa Status: Visit Visa



CAREER OBJECTIVES

I am seeking a new and challenging role in an established organization that will enable me to make an effective contribution to the company while continuing my own career development.

EDUCATION AND CERTIFICATION

- Bachelor of Commerce (B.Com)
- Diploma In Computer Application
- Certificate in Medical Coding and Billing
- Certificate in Procurement Operation
- English Language Certification - British Council
- Indian Red Cross Society (Junior Red Cross)

KEY SKILLS

- Accounting
- Marketing
- Strong Customer Service Skills
- Managerial, Negotiation Skills
- Accurate and Fast Data Entry
- MS Office Packages: Word, Excel, PowerPoint

WORK EXPERIENCE

Company: Lapis Trading (*Wholesale dealer of Foot wears, Bags, Toys, stationaries*), Kerala, India

Designation: Accountant cum Assistant manger

Period: April 2019 to January 2021

Duties and Responsibilities Performed

Accountant

- Preparation of monthly financial statement like Profit & Loss Account, Balance Sheet
- Preparation of monthly statements for creditors and debtors
- Responsible for preparation and submission of monthly tax returns
- Conducting monthly/yearly stock auditing and preparation of stock related monthly reports.
- Manage all accounting transactions
- Reconciliation of bank account, accounts payable and receivable
- Ensure timely bank payments and other bill payments
- Responsible for data confidentiality and conduct database backups when necessary

Marketing and Business Development (Part-Time)

Insurance Agent at Life Insurance Corporation:

- Build contacts with potential clients to create new business opportunities.
- Keep prospective client and suppliers database updated
- Make cold calls for new business leads

- Maintain knowledge of all product and service offerings of the company
- Reviewing clients' feedback and implementing necessary changes
- Conducting campaign management for marketing initiative
- Planning and overseeing new marketing initiatives
- Attending conferences, meetings, and industry events
- Preparing PowerPoint presentations and sales displays
- Developing, Monitoring and Analysing of sales goals

Assistant Manager

- Responsible for preparation of weekly sales and financial report to Management
- Preparation of quotations and proposals
- Responsible for selection of suppliers
- Handling customer complaints and resolving issues
- Delegating tasks to employees
- Keeping day-to-day activities organised
- Negotiating and renegotiating by phone, email, and in person

Medical Coding and Billing (Part-Time)

- Reading and analysing patient records
- Determining the correct codes for patient records
- Using codes to bill insurance providers
- Interacting with physicians and assistants to ensure accuracy
- Keeping track of patient data over multiple visits
- Managing detailed, specifically-coded information
- Maintaining patient confidentiality and information security

STRENGTHS

- Ability to perform under high pressure.
- Hardworking and dedicated to the companies objectives.
- Be ready to learn and able to work within a team.
- Detail oriented and an active listener

PERSONNEL DETAILS

Date of Birth : 17th July 1999

Gender : Male

Nationality : Indian

Marital status : Single

Languages Known : English, Hindi, Malayalam, Tamil, Arabic

PASSPORT DETAILS

Passport No : U9762373

Issue Date : 08th Mar 2021

Expiry Date : 07th Mar 2031

Declaration

I hereby declare that the above furnished details are true to the best of my knowledge.

Date: 24/04/2021

Place: Dubai

Muhammed Nabeel NK