

**ROSHAN NORONHA**

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## **RESUME**

### **OBJECTIVES**

Seeking a challenging career to utilize my skills, abilities, and education in any field, to be associated with an organization that gives scope to use my knowledge and skill to be a part in team environment and work for the success of the organization.

### **CORE QUALIFICATIONS**

- Strong ability to perform a variety of clerical and administrative tasks.
- Remarkable ability to coordinate office activities in an orderly fashion.
- Ability to work well with people in a variety of settings.
- Familiar with MS Office applications.
- Solid communications abilities.
- Excellent interpersonal skills.

### **WORK EXPERIENCE**

#### **Hira Industries LLC**

**Position:** Driver and Debt collector

**Period:** June 2018 to March 2019

#### **Job Profile:**

#### **Job Responsibilities**

- Manage multiple accounts for delinquency and debt collection efforts
- Locate and contact debtors about outstanding obligations
- Send out past due notice for delinquent accounts or for missed settlement payments
- Investigate and resolve complaints regarding incorrect debt collection attempts
- Report address changes and maintain files regarding debtors for correct and current contact information
- Compile reports on delinquent accounts and report missed payments to credit bureaus

#### **Health Bay Poly Clinic LLC**

**Position:** Document Controller.

**Period:** January 2014 to May 2018

#### **Job Profile:**

#### **Job Responsibilities**

- Scheduled appointments and prepared daily agendas for doctors.
- Maintaining a tracking facility to enable patients document histories are updated in the system.
- Ensured that lab results were transferred to the appropriate physician

- Processed all medical records request from physicians and complying with the insurance team regarding the eligibility and approval for specific procedures required.
- Responsible for making purchase and issuing Local purchase order
- Scanning in all relevant new documents & checking dispatch documents are accurate.
- Presentation and filing of documents.
- Responsible for maintaining hard copy information.
- Ensuring all documents are updated within electronic filing systems.
- Ability to evaluate, prioritize, organize and delegate work schedules.
- Assisting departments with queries on documentation requirements & submissions.
- Good exposure in Administration & network support.
- Responsible for all incoming and outgoing calls, couriers, faxes and distributing to the concerned department as well as maintaining the records.
- Prepares and complies records in the department maintains regulatory body requirements, policies and participates in performance improvement activities.

## ACADEMIC CREDENTIALS

- Pre-University college
- SSLC (Secondary School Leaving Certificate)

## COMPUTER SKILLS

- Well Versed with MS-Office Package
  - MS-Word
  - MS-Excel
  - MS-PowerPoint

## ACHIVEMENTS

- Award won for “**The Best Employee of the Month**”.

## PERSONAL DETAILS

Name	: Roshan Noronha
DOB	: 19 <sup>th</sup> April 1993
Sex	: Male
Marital Status	: Single
Nationality	: Indian
Languages	: English, Hindi, Kannada.
UAE Driving Licence Details	: Licence no –3416605 Issued date – 05/02/2015 Expiry – 12/02/2025
Visa status	: Employment visa

## REFERENCES

Available on Request

**Place: Dubai, UAE**

**(Roshan Noronha)**

**Date:**