




MUHAMMED NASSEER V.P

Assistant Health Care Manager

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Ground floor,S.P.W Rd,

Thaikkattukara PO,Compampadi

Aluva 6,Kerala,India

PERSONAL DETAILS

Date of birth : 10/08/1981

Gender : Male

Nationality : Indian

Religion : Islam

Marital Status : Married

(03 dependents)

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Arabic

SKILLS: Coordinate meeting with management, planning and decision making, Self- motivated with effective organizational /time management skills. Strong problems solving skills, Documentation and submissions. Connect social media for development, patient care skills and Communication skills

I would like to work with your esteemed institution/hospital in operations as a healthcare professional/executive.

Experience in health care Operations, Administration, Insurance and Ambulatory Patient Service.

I can give all efforts and potentials for the growth of the organization, as hard working, realistic, honest and team player.

EDUCATIONAL QUALIFICATIONS:

BA degree:St:George College Aruvithura, Erattupetta, Kottayam, Kerala, India.

Diploma In Nursing :Gangothri College of Nursing, Bangalore, Karnataka, India.

MBA (general business) :Pondicherry Central University and Business studies, Puthuchery, India

EXPERIENCES: 16 YEARS

1. Procure Riaya Hospital, Al Khobar, Saudi Arabia (May 2011 to May 2021, 10 years)

Assistant Health Care Manager.(operations)

- Coordinating all the departments, oversee the day by day operations and other healthcare facilities and reports to hospital authorities.
- Also involved in working with patients, physicians and medical department.
- Clinical setting for better health service.
- Effective planning, communication, delegating, coordinating, staffing, organizing, problem solving, budgeting, and decision making.
- Personnel or Talent development, Budgeting and finance and steps to marketing and promotions.
- Coordinate to insurance companies for claims and payment confirmation and policy contracts.
- Evaluation of the updated price list of the operations and services for the business purpose.
- Documentations.

Also supervised and worked in below job responsibilities in part of operations in Procure Riaya Hospital during the experience.

- Supervisor for ambulatory patient service, information desk and reception.
- Supervisor for insurance claim and rejection
- Facility officer for maintenance, housekeeping, transportations and restaurants,
- Supervisor for admission and discharge and transfer.
- Officer for audits of bills, packages, discounts and refunds
- Senior officer for insurance approval and policy contract.
- Supports in medical team, HR, IT and Medical records.
- Member of JCI accreditation team player

2. TCS Insurance and TPA, Al Khobar, Saudi Arabia (2010 March to 2011 March)

- Insurance approval officer
- Rejection claims officer

3. Cumberland Insurance Company, Al Khobar, Saudi Arabia (2007 June to 2010 Feb)

- Claim Processor
- Insurance coordinator
- Reimbursement officer

4. Al Shifa Multi Speciality and Referral Hospital (2006 July to 2007 June) Perinthalmanna, Kerala, India

- Staff nurse (Medical ICU)

5. Metro Heart and Cancer Care Hospital (2005 Sept to 2006 May) Preethvihar, Delhi, India

- Staff Nurse (CCU)

Thank you for considering my application. I believe my qualifications, experience and skills would be valuable in this institution and I look forward to any opportunity to show you how I can be of assistance in your organization. I've given my resume and would be happy to provide any additional information you might need.

Thanking you

Place: Erattupetta

Muhammed Nasseer VP

Date: