

ABDULLA KUNHI M

Master Of Business Administration



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Professional Summary

Exceptional Operations Manager focused on successful team building, cost-cutting, and operational improvements. Determined to cut costs without impacting quality of products and services. Reliable team player committed to building high-performing teams.

Versatile and innovative management professional skilled at seeing "big picture" while still also focusing on details. Expertise in business development and streamlining processes and systems.



Skills

- Interact well, independently as team leader as well as a team member
- Thrive on working in challenging environment
- Excellent team / time management skills
- Able to perform multiple tasks under pressure and consistently meet tight deadline
- Excellent business and interpersonal communication skill
- Quick problem solver
- Strong initiative in decision making and assumption of responsibilities



Work History

2021-01 - Current

Operations Manager

Markaz Unani Medical College & Hospital , Markaz knowledge City, Calicut, Kerala

1. **Managing Staff:** Supervise and evaluate healthcare facility staff.
2. **Ensuring Safety:** To protect patients, ensure the confidentiality and integrity of the healthcare facility.
3. **Maintaining Financial Stability:** Responsible for the day to day operations of the facility, must secure the financial stability of the establishment.
4. **Creating Reports:** Creates reports that convey the daily logistics and the long-term impacts of these daily logistics on the healthcare facility.
5. **Preserving Facility Integrity:** To ensure patient satisfaction, cultivates an efficient and safe environment.
6. **Purchasing Equipment:** Replace failing and outdated equipment and maintain adequate amounts of healthcare supplies.
7. **Collecting Data:** Collect significant data and use the data to improve patient

care.

8. **Communicating with Personnel:** By fostering strong communication across medical staff and non-medical staff, create an efficient work environment.

9. **Assessing Problems:** Must be able to make decisions to resolve problems quickly.

10. **Managing Policy:** Enforce policies and oversee the staffs' compliance to policies.

2019-10 - 2020-12

Insurance Coordinator

Hope Care Poly Clinic, Horlanz, Dubai

- Responsible for the accurate flow of medical information and patient data between physician patients and third party payers with the use of accurate numeric code to defined diagnostic, treatments and procedures and to enter this information in to a facilities database using medical coding protocol to produce a statement or claim
- To act as a liaison between the the facility and payment parties to investigate the claim , verify its information, and update on my the database in the instance that a claim is defined by the third party payer
- Receive and review patient charts and documents for accuracy
- Ensure that all codes are current and active
- Report missing and incomplete documentation
- Update the maintain document lists
- Performs accurate charge entries
- Review patients medical records
 - Handles co-pays, balances , and charge posting
 - Coding treatment information using current procedural terminology (cpt) codes
 - Communicating with medical billing specialists to ensure treatment codes are accurately received
 - Performs additional duties assigned by unit -Incharge as needed
 - Ensure proper coding on provider documentation,

2015-03 - 2019-09

In Charge in Corporate Health Department

Universal Hospital, Abudhabi, United Arab Emirates

★ Supervises /manages the executive's/subordinates within the department in terms of

performances,scheduling and daily activities.

★ Responsible for corporate communication, business correspondence, email transactions and documentation

★ Facillitates Health Screening process for Occupational Health requirement of corporate clients for Offshore, Onshore, Periodical, Pre-Employment, Food Handlers and non-Food Handlers.

★ Prepares, encodes, sorts and sends Medical Fitness reports and certificates to Corporate Clients (Sub Contractors) for Oil and Gas companies (ADMA, ADGAS, ADCO, ZADCO, GASCO, TAKREER,ADOC,SERGAS and ADNOC.

★ Verify the Medical Fitness Reports and Certificates before issuing to corporate clients

★ Assists Staff/ Employees from Corporate clients (Sub Contractors) for Medical

Examination

- ★ Coordinates with Subcontractors for confirmation of Appointment and Schedule of Medical Examination.
- ★ Arrange the internal and external medical camps
- ★ Prepares Minutes of the meeting for department weekly summary meeting.
- ★ Generates Manual and electronic invoices to be submitted to Finance department for collection.
- ★ Responsible for other administrative tasks ordered by the management

2015-03 - 2019-09

Guest Relations and Billing Supervisor

Universal Hospital, Abudhabi, United Arab Emirates

- ★ Responsible for performing clerical duties for scheduling appointments and filling patients' records
- ★ Must be familiar with the insurance rules, billing practices & need to keep tract of patients' payments.
- ★ Maintain up-to-date billing and invoicing system. Responsible for daily generation and consolidation of invoices.
- ★ Explain billing invoices and accounting policies to staff, vendors and clients.
- ★ Register new patients according to established office protocols
- ★ Assist patients to complete all necessary forms and documentation ★ Verify and update patient information
- ★ Updating policies and discounts rates.
- ★ Enter all relevant patient information into data system
- ★ Follow up collection & allocation of payments.
- ★ Carry out billing, collection and reporting activities according to specific deadlines.
- ★ Managing all the cash transactions in their workplace.
- ★ Maintaining daily account at the end of each day.
- ★ Checking the daily cash balance
- ★ Solving all the cash related queries
- ★ Checking the original insurance card including the deductible, expiration date and network
- ★ Preparing verifying & segregation of invoices & other documents
- ★ Checking the limits of each insurance companies
- ★ Checking investigation requires approval
- ★ Checking the investigation which is covered and not covered by the insurance

2012-12 - 2014-04

Commerce Teacher

SA-ADIYA ENGLISH MEDIUM SENIOR SECONDARY SCHOOL, Kasaragod, Kerala

2010-07 - 2012-09

Accountant

DIOTECH SYSTEMS AND PROJECTS, Kochin, Kerala

- Managed entire accounting cycle, including gathering information, preparing documents, finalizing reports and closing books.

- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
- Brought errors to near-zero in reporting, payroll administration and general bookkeeping.
- Improved efficiency of operations, including data collection, analysis and modeling, to enhance practices and increase customer retention.

Education

2008-03 - 2010-04	MBA: Finance and Marketing <i>Bharatiar University - Coimbathur</i>
2005-03 - 2008-04	Bachelor of Commerce: Accounting <i>Calicut University - Calicut</i>
2003-03 - 2005-04	Higher Secondary Education: Commerce <i>Higher Secondary Education Department Kerala Govt. - Trivandrum</i>
2007-01 - 2008-02	ADFP: Accounting <i>Professional School of Accounting - Kasaragod</i>
2004-01 - 2005-02	Diploma in Computer Application: DCA <i>DOEACC Centre Ministry & Human Resources Newdelhi - New Delhi</i>

Languages

English	■■■■■ Excellent
Malayalam	■■■■■ Excellent
Hindi	■■■□□ Good
Tamil	■■■■■ Excellent
Arabic	■■□□□ Average



Personal Details

Date of Birth : 26 09 1986
Marital Status : Married
Nationality : Indian
Passport : S5786968



Reference

Dr.Anoop Azad
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