

ANSHAD AZEEZ

Administrative Assistant

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📍 Doha, Qatar



SUMMARY

Enthusiastic and detail-oriented Administrative Assistant with experience in managing office operations and coordinating patient care. Skilled in handling administrative tasks, supporting HR functions, and providing exceptional customer service. Proficient in Microsoft Excel and possess excellent interpersonal and communication skills. Dedicated to ensuring efficient operations and contributing to the company's mission and success. A Bachelor in Business Administration graduate with a transferable visa, ready to make a positive impact.

EXPERIENCE

Administrative Assistant

Micro Health Laboratories

📅 07/2020 - 12/2023 📍 Kozhikode, India

- Managed the day-to-day operations of the office, including coordinating office supplies, equipment maintenance, and facility management.
- Managed patient intake processes, including scheduling appointments, verifying insurance information, and collecting patient data.
- Coordinated with medical staff to ensure timely and accurate patient care, including scheduling diagnostic tests and follow-up appointments.
- Supported HR functions, such as scheduling interviews, processing paperwork, and maintaining employee records.
- Answered phone calls and responded to inquiries from patients, families, and healthcare providers, providing excellent customer service.
- Prepared and processed medical billing and insurance claims, accurately documenting patient charges and payments.
- Assisted in the coordination of administrative tasks related to clinic operations, such as ordering supplies and maintaining equipment.

PROJECTS

Passenger on Arrival and Departure Covid Diagnosis Centre.(Under Airport Authority of India)

- 📍 Calicut International Airport
- Evaluation of Daily Activities Report submitted by assigned staff and Reporting to Higher Authority.
- Facility Management of Staffs joined under this project as coordination and arrangements Transportation, Accommodation and Other necessary requirements.
- Managing documentation and daily operations.
- Managing of Accounts and Petty Cash Management in Passenger Terminal.

EDUCATION

Bachelor of Business Administration

P.E.S College of Science, Arts and commerce

📅 2020 📍 Karnataka, India

LANGUAGES

English

Native



Hindi

Native



Tamil

Advanced



Malayalam

Native



SKILLS

Proficient in Microsoft Excel Suite (Word

Excel)

Attention to detail and accuracy in documentation and record keeping

Excellent interpersonal and communication skills

VISA STATUS

N O C Available (TRANSFERABLE VISA)

CERTIFICATIONS



Basic Life Support {BLS}

National Health Care Provider Solutions



Medical Office Administration

Alison Educations