



MOHAMED ALTHAF R.A

Objective

Intend to build a career With a leading corporate of hi-tech environment with committed & Dedicated People, Which Will Help Me to Explore Myself Fully and realize my potential.

Contact

Mobile:
0509219730

Email:
althhaaff@gmail.com

Address:
Al Nahda 2, DUBAI, UAE

Personal Detail

D.O.B : 26/04/1997
Nationality : India
Passport : R9758130

Languages Spoken

- English
- Malayalam
- Hindi

Specializations

- Data Entry
- Tally
- Communication
- Ms Office

Work Experience

FRONT OFFICE / ADMIN STAFF

LIFENITY INTERNATIONAL ADVANCED POLYCLINIC L.L.C

(Al Nahda 2, Dubai) | 2022 - 2023

- Welcomes patients and visitors in person or on the telephone, and answering or referring inquiries.
- Serves patients by greeting and helping them, scheduling appointments, and maintaining records and accounts.
- Arrange & check treatment room lists, notify referring doctors if required; injuries & illnesses; deal with emergencies according to set procedures.
- Responsible for filing and tracking insurance claims and informing employees of their claims status.
- Coordinating with insurance companies for obtaining information on new policies and their coverage
- Prepare purchase orders for OTC items, and ensure approval of purchase - orders.
- Be responsible for, and check invoices against purchase orders

SALES CONSULTANT

SAI SERVICE (Maruti Suzuki)

(Thrissur, Kerala) | 2019 - 2020

- Understands automobiles by studying characteristics, capabilities, and features.
- Qualifies buyers by understanding their requirements and interests and matching these interests to various car models.
- Demonstrates vehicle features and takes customers on test drives.
- Demonstrates automobiles by explaining warranties and services.
- Closes sales by overcoming objections, asking for sales, negotiating prices, and completing sales and purchasing contracts.
- Provides sales management information by completing reports.
- Assists with the setup of the showroom and displays.

Academic History

B.Com Finance

Madurai Kamaraj University

Graduated 2021

Diploma in Mep Engineering

Cad Plus Institute of MEP Engineering

Graduated 2017

Higher Secondary Education

Focus I.H.S.S Chavakkad

Graduated 2015

Decleration

I hereby declare that the information furnished above is true to the best of my knowledge. I take full liability for the correctness of the information.

MOHAMED ALTHAF RA