

# MOHAMED FAISAL

Accounts Assistant / Admin Assistant/ HR Assistant/  
Store Keeper / Sales Assistant

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🇮🇳 INDIAN 🛂 VISIT VISA UPTO DEC 2023

in <https://www.linkedin.com/in/mohamed-faisal-m-5827ba209>



## PROFILE

1 Year Of Experience: Experienced Accounts Receivable Professional With A Proven Track Record Of Success. Exceeded Goals Of Reducing Accounts Receivable Days By 10% In 3 Months. Successfully Resolved Billing Disputes With Customers. I Have A Strong Knowledge Of Accounting, Administration, Payroll, Uae Labour Law, And Human Resources (Customer Relations)

## PROFESSIONAL EXPERIENCE

2023/03–2023/09  
Dubai,UAE

**Accounts Receivable And Admin Assistant**  
*GCM Trading LLC*

- Reply To Email, Telephone, Or Face To Face Inquiries
- Answer Telephone Calls And Pass Them On
- Managing Staff Appointments Managing Employee Records
- Managing Travel Arrangements
- Preparing And Approving Sales Order And Purchase Order
- Manage A/R Accounts By Ensuring Accurate And Timely Follow-Up
- Recruiting Suitable Employees
- Assist To PRO For Processing Visa

2022/04–2023/03  
Tiruchirappalli,India

**Accounts Receivable**  
*Omega Healthcare Management Services*

- **Pre-Registration**–Enter Patient Insurance Information And Demographics Into A Practice Database Fully And Accurately
- **Check-In**–Copy The Patient’s Insurance Card And Make Sure There Are No Changes In Coverage; Give The Patient A Copy Of Practice Payment Policies
- **Documentation Of Services**–Document Patient History ,Symptoms, Diagnosis, And Treatment Plan In The Medical Record.
- Claim Processing, Adjudication And Payment, Claim

## EDUCATION

2019–2022  
Tiruchirappalli, India

**Bachelor Of Commerce**  
*Jamal Mohamed College*

2017–2019  
Tiruchirappalli ,India

**High School**  
*Bharathi Matric Hr Sec School*

2016–2017  
Tiruchirappalli, India

**SSLC**  
*National College Hr Sec School*

## LANGUAGES

- English
- Tamil
- Hindi

## SKILLS

|  |                                |
|--|--------------------------------|
| Microsoft Office (Word, Excel, Powerpoint) | English Typing                 |
| Communication                              | Accounting And Time Management |
| Petty Cash Handling                        | A/R And A/P                    |
| Quickbooks                                 | Invoicing                      |
| Scheduling                                 | Travel Arrangements            |
| UAE Labour Laws                            | Visa Process                   |
| Payroll                                    | HR Onboarding                  |
| Recruitment                                | Customer Relation              |

## STRENGTHS

- Quick Learner
- Stress Tolerance
- Team Player With Innovative
- Versatility And Positive Attitude

## DECLARATION

I Here By Declare That The Information Furnished Above Is True To The Best Of My Knowledge. I Assure You That I'll Be Worth While To Fulfill Your Requirements To Your Satisfaction.

*Mohamed Faisal*