



Kabeer Ahamed

Secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.



Personal Information

Nationality: Indian **Address:** Dubai, United Arab Emirtaes

Phone number: +971-567400500

Email address: kabeersaidalavi.dm@gmail.com **Visa:** Employment Visa

License: Valid UAE Driving License



Work Experience

Clinic Manager and Marketing Executive Percent Irham Health Care

10/2021 – present DUBAI, UNITED ARAB EMIRATES

Job Responsibilities

- Coordinate, assign, delegate and work closely with medical centers assigned and with supervisors and executive and other paramedical staffs, facilitate, induct, train & develop staff on their job and evaluate them periodically. Encourage effective teamwork across all centers & departments
- Manage insurance process at clinic level, daily accounts, evaluate patient flow and distribution, store and raw materials purchase, movement and usage,
- Effectively monitor internal and external referrals to internal entitles and coordinate with marketing team
- Conduct routine checks: in treatment rooms, procedure rooms to ensure best quality and on injections vaccines and lab reagents expiry dates
- Keep a tab on DHA requirements at clinics, doctors and staff and ensure compliance.
- Manage front office administration, lab and radiology and ensure accurate reports
- Schedule and implement monthly duty roaster.
- Manage waiting time of patients appointments to be minimum possible.
- Manage and equip staff to effectively manage any emergency situations.
- Ensure staff grooming and hygiene is of best standards.
- Revenue enhancement at doctor level and clinic level, increase in patient numbers especially new patients & Cost reduction and control cash flow.
- Marketing: initiative on promotional activities and advertisements. Identify market trends and rates, plan innovations methods to attract customers to clinic.
- Proactive and vigilant administration to avoid loss or damage of assets and equipment, ensure highest safety of employee working within the departments Preparation of Various reports for management and support them for the formulation of clinic monthly budget.

Clinic Manager -Operation

Axon Clinics & Pharmacy's

11/2019 – 10/2021 DUBAI, UNITED ARAB EMIRATES

Job Responsibilities

- Efficiently managed front and back office function related to scheduling billing, collecting, medical records, and insurance claims.
- Implemented best practice procedure for effective patient management (scheduling customer service, conflict resolution)
- Acted as liaisons between patient and staffs to address and resolve problems, inquires, and concerns.
- Monitors clinic workflow and schedule to ensure productivity standards are met.
- Ensures personnel forms and / or records are kept updated and submitted to other departments in a timely manner.
- Ability to perform effectively under stressful situations.
- Knowledge of quality improvement and quality assurance activities.
- Knowledge of basic Human Resources issues, policies, and procedures.
- Patient oriented care and customer service.
- Cooperates with medical and administrative staff to ensure compliance with standards and regulations.
- Demonstrated ability to work as a team with administrative and clinical staff towards the best interest of the patients.



Work

Experience

Executive - Sales & Marketing

Aster DM Healthcare

2015 – 2019 DUBAI, UNITED ARAB EMIRATES

Job Responsibilities

- Handling Marketing activities like planning & execution of campaigns, creation of budget & analysis strategic planning.
- Analyzing the market condition & reporting to higher management for the changes needs to be incorporated.
- Managing campaigns on social media.
- Excellent hands on Knowledge on insurance prevailing in UAE.
- Coordinating internal marketing and an organization's culture Communicating with target audiences and managing customer relationships.
- Devising and presenting ideas and strategies to develop business.
- Writing reports in daily basis to have proper monitoring and troubleshooting of business growth.

Marketing Executive

Mirshal Al Sarco Designing Co L.L.C

2010 – 2013 SAUDI ARABIA



Education

Bachelor of Business Administration **Madras University**

2018 INDIA



Education

**Higher Secondary School
Board of Kerala**
INDIA



Languages & Computer

English

Hindi

Arabic

MS-
Office/Word/Excel



Strengths

Working under pressure

Managing

Teamwork

Accuracy

Communication