



Mohammed Sadiq

Visit Visa-Valid Till 6/1/2024

I have more than three years of Rich experience in the healthcare sector, I've built a strong foundation in both administrative and Back office operations' roles, particularly within specialty hospitals.. With an educational background in Marketing & Finance I posses Excellent Communication Skills, with go getter Attitude.

✉ Sadiq.ali883@gmail.com

☎ +971-55-542-7428

📍 Dubai, United Arab Emirates

🌐 <https://www.linkedin.com/in/mohammed->

SKILLS

Clinic Coordination Marketing Patient Data Management Compliance & Regulations Communications
Administration Client Relations Patient Assessment Referral Management Data Entry Decision-Making
Customer Service Record Management Selling Basic Coding Workflow Optimization Multitasking
Risk Management Adaptability Budgeting Team Leadership Critical Thinking Workflow Management

WORK EXPERIENCE

Health Care AT Home Pvt Ltd Noida

Sept-2019 -Oct 2023

Operation Executive

- Interacting with customers/employees through calls and emails.
- Registering patients in **Patients Care System (PCS)** and creating packages for the services opted.
- Taking financial confirmations of the services opted by patients and responsible for renewal of the services.
- Maintaining records of all activities related to the patients and the services given in **ZOHO CRM**.
- Handling queries/complaints/escalations received from patients/NOK and giving resolutions within defined TAT.
- Responsible for Service Renewal for All states

Emirates Islamic Bank
Business Development Executive

May 2018-Feb 2019

- Go to corporate and sales of core product Personal Finance
- Analyze financial needs of the customers and offer appropriate product with utmost Transparency
- Achieving and exceeding assign sales target, quotas and service performance standards
- Acquire new clients from the identified target segment like ALE companies
- Involve in visiting the unlisted companies to make the listed in order to get new business
- Maintain & provide MIS as desired by the organization for all clients by mail to supervisor

Dunia Finance LLC Dubai , United Arab Emirates Nov- 2017- April 2018

Relationship Officer:

- Responsible for achieving individual targets across the products including Loans and cards.
- Develop long term relationship with customers.
- Assist the team leader in undertaking micro marketing events to promote sales.

Kifaf General Trading (du Telecom) Dubai MARCH 2016 - March 2017

Enterprise Sales Executive

Responsibilities

- Created new business opportunities with existing clients as well as new clients
- Conducted in-depth market research and generated quality data for the company. Worked on Du 's CMS to filter leads and identify potential profiles for target
- Achieved good response against sales lead, identified and closed potential leads
- Cold calling and telephonic calling for generating business for the company.
- Coordinated with clients for understanding their requirements & business needs.

MGS FORD PVT LTD (Ford Motors) Lucknow, India July 2012 - Oct 2015

Senior Sales Executive

- Responsible for demonstration of Car such as Test drives, gives Demo of the vehicle to the walk-in customers
- Selling both new and used cars as well as finance and related product
- Explain the **operating features**, warranties, paper work of cars to the Customer's.

ACADEMIC QUALIFICATION

Completed MBA in Marketing & Finance in 2012 From UPTU ,Lucknow

Completed **Bachelor in Commerce** from Lucknow University, India 2010

10+2 (I.S.C): St. Teresa's Day school & college in Commerce with Hindi, 68%, 2007

10th (I.C.S.E) : St. Teresa's Day school & college , 55%,2005

Technical Skills

Microsoft Office (Word, Excel, PowerPoint & Outlook) ,

Knowledge of Tally ERP

Personal Dossier

Father's Name : Mohd Shahid Siddiqui
Strength : Result oriented
Hobby : Listing Music , reading Business magazine, playing billiard.
Address : Flat No-201, Abu Baker Siddiq Dubai

Languages Known: English, Hindi, Urdu, Arabic



