



## CONTACT

- ☎ +971 54 728 0446
- ✉ osabeehe2@gmail.com
- 📍 Abu Dhabi

## EDUCATION

- BCom - IGNOU ( Indira Gandhi National Open University ) 2016
- Plus Two - Sir Syed Higher Secondary School, Taliparamba 2013
- SSLC - Seethi Sahib High School, Taliparamba 2011

## PERSONAL DETAILS

- Gender : Male
- Marital Status : Single
- Nationality : India

## SKILLS

- Administrative
- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

# SABEEHE K I

## OBJECTIVE

To work in a reputed organization where I can effectively contribute my skills, improve my knowledge, and establish myself.

## WORK EXPERIENCE

### Patient Care Coordinator : Saba Hospital, Payyannur

Feb 2023 - Sep 2023

- Interact with the public for problem solving.
- Take care of legal paperwork like the submission of intimation and wound certificates.
- Handle referral cases and communicate with bystanders and maintain an ambulance register.
- Checking rooms and maintain an internal checklist to ensure patients comfort.
- IP & ED Coordination.

### Operations Executive / Patient Care Coordinator : Anaamaya Medical Hospital, Payyannur

Apr 2022 - Jan 2023

- Interact with the public for problem solving and address issues of doctors and staff to the management.
- Collaborate with internal departments to ensure smooth operations and with the marketing department to create promotional content
- Handle referral cases and communicate with bystanders and maintain an ambulance register.
- Checking rooms and maintain an internal checklist to ensure patients comfort.
- IP, ED and ICU Cordination.
- Helps in Billing (OP, Lab, Discharge), Telecalling, IP Admission process, Front office duties, ED coordination and Insurance department.

### Admin cum Sales Executive : MAX Interlocks, Taliparamba

Jan 2017 - Sep 2021

- Manage accounts, financial transactions, office admin works and day to day activities
- Customer relationship / business devolopment
- Preparing quotations for purchases of raw materials and sales and keeping bills
- Interact with clients, follow up the complaints and provide maintenance support
- Manage sales, meet dealines and project cash flow
- Monitoring workers and giving instructions to them.

## ADDITIONAL QUALIFICATON

- Certificate Program in Financial Accounting (CPFA)
- Tally ERP 9
- MS Office, Photoshope, Canva, Internet Proficiency